



Partner SFA Instructions
Omaha Area Film Partners

Omaha Convention & Visitors Bureau
1001 Farnam Street
Omaha, NE 68102
www.visitomaha.com

Logging In:

1. You will be sent an email from the OCVB with the link and a temporary password.
2. Click on the link, which will take you to an "Omaha SFA Partners Login" screen.
3. Your username is your e-mail address.
4. Your password is the temporary address that was e-mailed to you.
5. You will be asked to change your password to one you will remember.



Viewing Your Member Record:

You can view five items under your Member Record:

1. Contacts
2. Listings (Website)
3. Benefits Summary

Contacts:

1. To update your contact records, edit the current contact under your listing by clicking "Edit" to the left of the contact.
2. To add a new Contact, click the "New Contact" button.
3. You can also "clone" a contact by clicking on the "Clone" link to the left of a current contact (which will make a duplicate of that contact), then change the information that needs to be updated (i.e. name, e-mail address, phone #, etc).

The screenshot shows a web browser window displaying the Omaha CYS SFA Partners website. The page is titled "My Member Record" and includes a "Logout" link in the top right corner. The main content area is divided into several sections:

- Account Detail:** A table with the following information:

Account:	Omaha Test Partner	Email:	
Account (sort):	Omaha Test Partner	Phone:	
Region:	All	Alt Phone:	
Formal:		Fax:	
Web Site:	www.visitomaha.com	Toll Free:	
- Addresses:** A table with three columns: Physical Address, Billing Address, and Shipping Address. The Physical Address is populated with:

1805 Tawana Street Omaha, NE 68102 USA		
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- Contacts:** A table with columns: Action, Contact Name, Title, Email, Phone, and Type. There is a "New Contact" button in the top right of this section.

Action	Contact Name	Title	Email	Phone	Type
Edit Clone	Kari Straub	Technology Review Manager	kstraub@visitomaha.com	402-444-3694	Primary

At the bottom of the page, there is a "Logout" link and a copyright notice: "Copyright ©2002-2007 visitomaha.com. All rights reserved."

Listings:

1. In order to update your listing, click the "Edit" link to the left of the appropriate listing.
2. You will then be able to change your description.
3. Your changes will be pending until a representative of the OCVB goes in and approves them (within one business day).

The screenshot shows a web browser window displaying the Omaha CVB SFA Partners website. The page is titled "My Member Record" and "Listings". The account details section shows the following information:

Account:	Omaha Test Partner	Email:	
Account Type:	Omaha Test Partner	Phone:	
Region:	All	Alt Phone:	
Formerly:		Fax:	
Web Site:	www.visitomaha.com	To Whom:	

Below the account details, there are three address fields: Physical Address, Billing Address, and Shipping Address. The Physical Address is populated with "1000 Farnam Street, Omaha, NE 68102, USA".

The Listings section shows a table with the following columns: Action, Type, Reading Classific, Category, Subcategory, and Listing. There is one listing with the following details:

Action	Type	Reading Classific	Category	Subcategory	Listing
Edit	2047, 534	None	Meeting Rate	Meeting Rate	This is a test listing. Your text in this listing is what would show up on the website in your description area.

At the bottom of the page, there is a "Logout" link and a copyright notice: "Copyright ©2000-2007 nbb.com. All rights reserved."

Benefits Summary:

There are three items you can currently view under the Benefits Summary tab:

1. Inkind/Expenses (Won't apply to Film Partners)
2. Leads (Won't apply to Film Partners)
3. Web Site – see below

Website:

1. Under the Website tab, you can view the following:
 - a. How many times your listing has been viewed during the specified dates (you can view month-by-month by using the drop-down menus as seen below).
 - b. How many times your listing has been viewed since a specified date (since March 21, 2007 as stated below).
 - c. You can change the Notification Number (you will be sent a notification e-mail when your website has been viewed 100 times, or whatever number you choose to set that to).

The screenshot shows a web browser window displaying the Omaha CVR SFA Partners website. The user is logged in as Kerri Straub. The page is titled "My Member Record" and shows account details for "Omaha Test Partner". The "Benefits Summary" tab is selected, and the "Web Site" sub-tab is active. The page displays the following information:

- Account Detail:**
 - Account: Omaha Test Partner
 - Account (sort): Omaha Test Partner
 - Region: All
 - Formerly:
 - Web Site: www.via.tanaka.com
 - Email:
 - Phone:
 - Alt Phone:
 - Fax:
 - Toll Free:
- Addresses:**

Physical Address	Billing Address	Shipping Address
2001 Farnam Street Omaha, NE 68102 USA		
- Benefits Summary:**
 - Month: April | Year: 2007 | Refresh
 - Listing Views: 0
 - This listing has been viewed 0 times since April 19, 2007
 - Notification Number: 100
 - Update Notifications