

FIVE SIMPLE STEPS TO UPDATING CONTACTS

VISIT
SANTA BARBARA
THE AMERICAN RIVIERA®

Each Member's list of contacts is visible only to Visit Santa Barbara staff and is used to insure we are communicating with the appropriate members of your team.

Contacts are referred to when distributing sales leads, responding to press, PR and social media opportunities, sending invitations, newsletters and invoices, and also for networking with your fellow VSB members!

Thank you for working with us to keep you in the know!



Once logged in to the Visit Santa Barbara Member Portal:

Step 1. Select “contacts” under the “profile” menu on the left,

The screenshot displays the Visit Santa Barbara Member Portal. The top navigation bar includes the "SANTA BARBARA" logo and the text "Visit Santa Barbara Member Portal". A left-hand navigation menu is shown with three main sections: "HOME" (with a house icon), "PROFILE" (with a person icon), and "COLLATERAL" (with a document icon). The "PROFILE" section is expanded, revealing a sub-menu with "Accounts", "Contacts", "My Benefits", and "Invoices". A red arrow points from the left towards the "PROFILE" section, and another red arrow points from the "Contacts" option towards the main content area. The main content area features a large banner image of a group of people at a harbor, overlaid with the text "i am Santa Barbara" and a "Learn More" button. Below the banner is a "Post Board" section with a dropdown menu set to "All Bulletins" and a list of posts, including one dated "06/17/2016".

From the contacts page:

Step 2. Click on “Add Contact” to add a new associate.

OR Click on the “pencil” icon next to a name you’d like to update.

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Visit Santa Barbara Member Portal

Contacts

Filters (0) [Manage Filters](#)

Account is one of:

Contact Type is one of:

Actions	Full Name	Account	Title
  			
  	Natalie Bovee	Visit Santa Barbara	Communications Manager
  	Noelle Buben	Visit Santa Barbara	Director of Marketing and Events
  	Paulina Wine	Visit Santa Barbara	Industry Relations and Membership Sales Associate

Step 3. Complete the “Department” and “Title” fields and select associate’s “Preferred Contact Method.”

Step 4. Scroll down to update address, phone, additional and general information.

Tip: To make an associate inactive, go to “Contact Type” and select “Inactive.”

Note: Please pay close attention to “Email” address spelling.

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Visit Santa Barbara Member Portal

paulina@santabarbaraca.com [Logout](#)

Simpleview Inc. ▾

HOME

PROFILE

COLLATERAL

Update Contact

SAVE

CANCEL

Sections:

[Contact Information](#)
[Address Information](#)
[Phone Information](#)
[Additional Information](#)
[General](#)

Contact Information

Account: Required

Visit Santa Barbara ▾

Last Name: Required

Wine

Department:

Contact Type: Required

Secondary ▾

Email:

paulina@santabarbaraca.com

First Name: Required

Paulina

Full Name: Required

Paulina Wine

Title:

Industry Relations and Membership Sales Associate

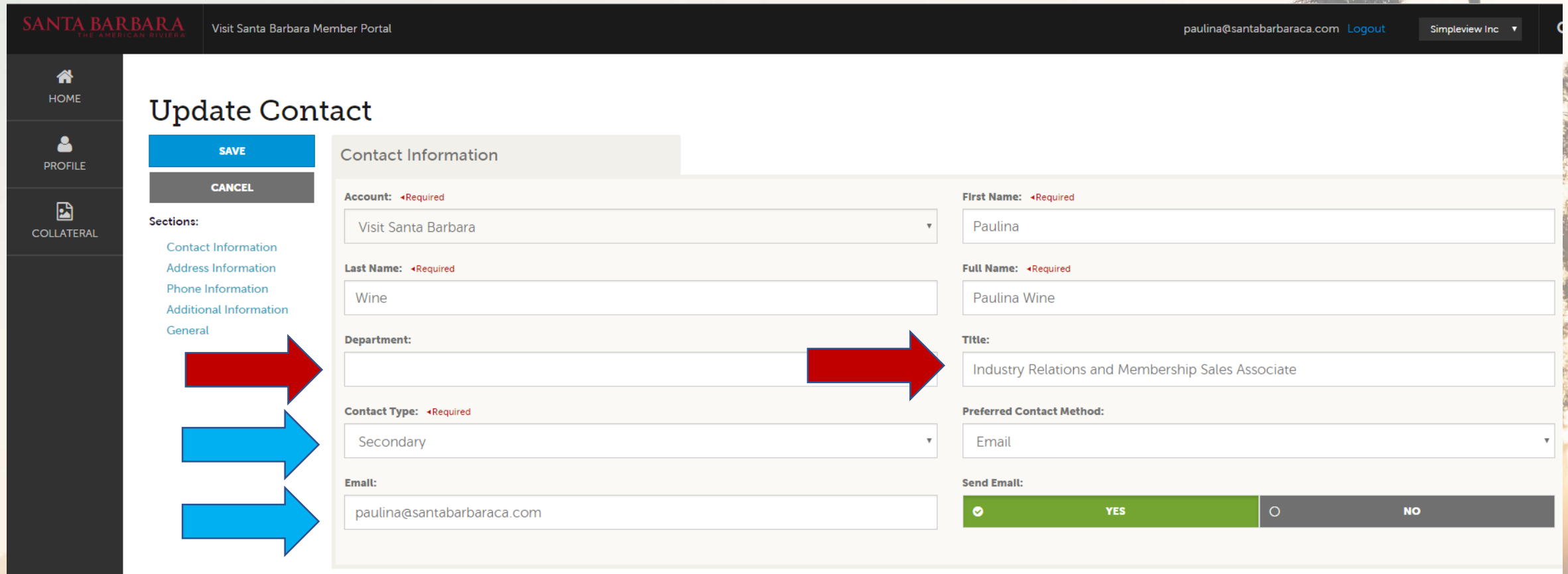
Preferred Contact Method:

Email ▾

Send Email:

☒ YES

☐ NO



Step 5. Click “SAVE.”



HOME



PROFILE



COLLATERAL

Update Contact

SAVE

CANCEL

Sections:

[Contact Information](#)
[Address Information](#)
[Phone Information](#)
[Additional Information](#)
[General](#)

Contact Information

Account: Required

Visit Santa Barbara ▼

Last Name: Required

Wine

Department:

Membership

Contact Type: Required

Secondary ▼

Email:

paulina@santabarbaraca.com

First Name: Required

Paulina

Full Name: Required

Paulina Wine

Title:

Industry Relations Coordinator

Preferred Contact Method:

Email ▼

Send Email:



YES



NO

If you have any questions while updating
your contacts, please call Paulina Wine at
(805) 966-9222 ext. 125 or email
Membership@SantaBarbaraCA.com

Thank you!

