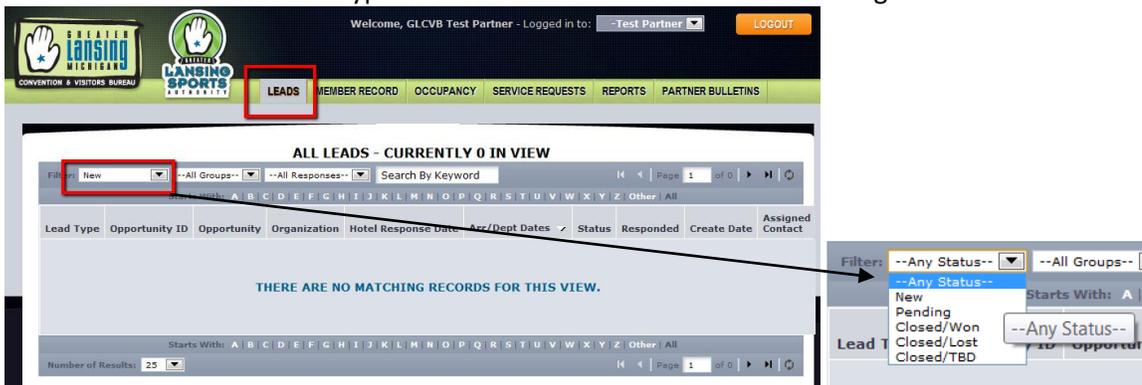


How to Enter Pickup - using the [Greater Lansing CVB Extranet \(Login Required\)](#)

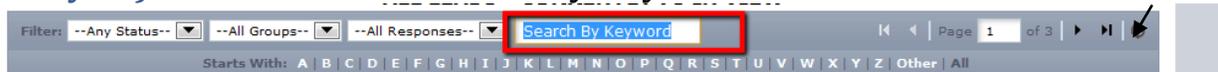
When the GLCVB requires pickup information be completed for a group, you will receive an email notification with the Lead ID and the Account Name. **Please note the LEAD ID number** as this will make is easy for you to locate the lead in the Extranet.

Login to the Extranet and click on the “Leads” tab

- The selection for the Lead Type filter will default to “New”. Please change the “New” filter to “Any Status”



After selecting “Any Status” for the Lead Status filter – **enter** the Lead ID (Opportunity ID) number in the “Search by Keyword” box and **click** on the **refresh button**



You will now see the lead in your search results on the screen. **Click** on either hyperlink (Opportunity ID column or the Account Name hyperlink in the Opportunity column) to open the lead details screen. *(This step not pictured)*

Responses						
Add/Edit	Arrival - Departure	Room Request Dates	Responded	Last Updated	Comments	Attachments
View Your Response	09/12/2011 - 09/13/2011 (Primary)	09/12/2011 - 09/13/2011	Yes	08/01/2011	Thanks	No
View Your Response	09/19/2011 - 09/20/2011	09/19/2011 - 09/20/2011	Yes	08/05/2011	Thanks	No
View Your Response	08/29/2011 - 08/30/2011	08/29/2011 - 08/30/2011	Yes	08/01/2011	Thanks	No

Pickup Rooms							
Pickup Rooms: 0			Pickup Peak: 0				
Block:	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	09/12/2011	09/13/2011	09/14/2011	09/15/2011	09/16/2011	09/17/2011	09/18/2011
	<input type="text" value="0"/>	<input type="text" value="0"/>					

Enter the number of rooms your property picked up for the event in the Pickup Rooms grid and **click Save**.

If you need assistance entering pickup, please contact:
Deb Bough at dbough@lansing.org or **Beth Hoschner** at bhoschner@lansing.org