

OMAHA™



Omaha Hotels

Responding to a Meeting Lead

<http://partners.visitomaha.com>

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

Meeting Sales Leads

Reviewing Leads:

1. Once you are logged in, click on the “Leads” tab in the upper left hand corner of your screen
2. Automatically all leads past and present are displayed. You can filter your leads by the following:
 - a. Status (new, pending, closed/won, closed/lost and closed/TBD)
 - b. Groups (meeting or tour)
 - c. Whether you have responded or not
3. You are able to sort your list of leads by clicking on any of the column headers (i.e. Meeting Name, Organization, etc)
4. If you select “New” under the “Status” drop-down, it will show only the leads that you are still able to respond to

Lead	Lead	Organization	Hotel Response Date	Arr/Dept Dates	Status	Responded	Create Date
Meeting Sales 3026	College World Series	NCAA Baseball	08-25-2010	Jun 14-26, 2014	Closed/Lost	No	01-08-2009
Meeting Sales 2904	50th Annual RSSI C&S Exhibition	Railway Systems Suppliers Inc. (RSSI)	12-23-2008	May 31-Jun 6, 2014	New	No	08-11-2010
Meeting Sales 2924	Nebraska State Track Meet	Nebraska School Activities Association (NSAA)	12-23-2008	May 16-17, 2014	Closed/Won	No	03-07-2008
Meeting Sales 2925	Annual Shareholders Meeting	Berkshire Hathaway	12-23-2008	May 1-5, 2014	Closed/Won	No	03-10-2008
Meeting Sales 3032	College World Series	NCAA Baseball	12-23-2008	Jun 15-27, 2013	Closed/Lost	No	06-25-2008
Meeting Sales 2903	Nebraska State Track Meet	Nebraska School Activities Association (NSAA)	12-23-2008	May 17-18, 2013	Closed/Won	No	03-07-2008
Meeting Sales 2924	Annual Shareholders Meeting	Berkshire Hathaway	12-23-2008	May 2-6, 2013	Closed/Won	No	03-10-2008
Meeting Sales 3031	College World Series	NCAA Baseball	12-23-2008	Jun 15-25, 2012	Closed/Lost	No	06-25-2008
Meeting Sales 2557	Nebraska State Track Meet	Nebraska School Activities Association (NSAA)	12-23-2008	May 18-19, 2012	Closed/Won	No	03-02-2007
Meeting Sales 2923	Annual Shareholders Meeting	Berkshire Hathaway	12-23-2008	May 3-7, 2012	Closed/Won	No	03-10-2008
Meeting Sales 2458	First/Second Round Tournament	NCAA Basketball	05-13-2009	Mar 14-18, 2012	Closed/TBD	No	05-06-2009
Meeting Sales 2450	Annual Meetings	Association of Fish & Wildlife Agencies	05-08-2009	Sep 10-15, 2011	Closed/Lost	No	05-04-2009
Meeting Sales 3030	College World Series	NCAA Baseball	12-23-2008	Jun 18-30, 2011	Closed/Lost	No	06-25-2008
Meeting Sales 2556	Nebraska State Track Meet	Nebraska School Activities Association (NSAA)	12-23-2008	May 20-21, 2011	Closed/Won	No	03-02-2007
Meeting Sales 2922	Annual Shareholders Meeting	Berkshire Hathaway	12-23-2008	Apr 28-May 1, 2011	Closed/Won	No	03-10-2008
Meeting Sales 3737	Great Rivers Chapter Conference and Expo	International Erosion Control Association (IECA)	11-24-2009	Oct 25-28, 2010	Closed/Lost	Yes	11-20-2009
Meeting Sales 4052	Ken's test	Omaha Testing Association	07-15-2010	Oct 24-25, 2010	Closed/Lost	No	07-14-2010
Meeting Sales 2347	College World Series	NCAA Baseball	12-23-2008	Jun 19-Jul 1, 2010	Closed/Won	No	06-13-2006
Meeting Sales 3535	World Series Qualifying Tournament /Omaha NIT	USSSA	06-30-2009	Jun 17-20, 2010	Closed/Lost	No	06-24-2009
Meeting Sales 2505	Nebraska State Track Meet	Nebraska School Activities Association (NSAA)	12-23-2008	May 21-22, 2010	Closed/Won	No	03-02-2007
Meeting Sales 2921	Annual Shareholders Meeting	Berkshire Hathaway	12-23-2008	Apr 29-May 3, 2010	Closed/Won	No	03-10-2008
Meeting Sales 2802	Ken's test	Omaha Testing Association	01-29-2010	Mar 1-2, 2010	Closed/Won	No	01-29-2010
Meeting Sales 3746	Sudanese Church	Information Lists	12-04-2009	Dec 24-25, 2009	Closed/Won	No	12-03-2009
Meeting Sales 1075	College World Series	NCAA Baseball	12-23-2008	Jun 13-25, 2009	Closed/Won	No	07-05-2000

5. Click on the Lead ID or Title to open and respond to it
6. Please note that the Hotel Response Date listed is your deadline to be able to respond to the lead online (or edit your response)
7. If a client response is required, click on the client’s email address to send your response directly to the client (respond to the CVB online in addition to this response)
8. In the bottom left corner you will see a “Add Your Response” link – click that to open and respond to this lead (next page)

Response Information

Pursuing this lead? Yes No

Comments:

Bureau-Only Comments:
These comments will not be seen by the clients they will only be seen by the staff of Omaha Convention & Visitors Bureau.

Rate Range: 0 to 0

Requested Rooms: 0 Peak Night Rooms: 0

Room Information

	Saturday 05/31/2014	Sunday 06/01/2014	Monday 06/02/2014	Tuesday 06/03/2014	Wednesday 06/04/2014	Thursday 06/05/2014	Friday 06/06/2014
Any	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0
Requested	3	300	990	800	325	30	2

File Attachments

File Attachments: --None--

Add View Remove

9. Fill in the appropriate information, and click "Save" at the bottom
10. Note that items in red are required fields
11. Bureau Only Comments will only be seen by the OCVB (the client will not see them)

Entering Pickup:

1. Once a meeting has been turned into definite business, you will see a "pickup" tab at the bottom of the screen, beneath the Response
2. After the meeting has taken place, you will enter the number of rooms you received from this meeting

Pickup Rooms

Pickup Rooms: 3026 Pickup Peak: 1529

	Mon 04/26	Tue 04/27	Wed 04/28	Thu 04/29	Fri 04/30	Sat 05/01	Sun 05/02
Block:	0	0	0	0	0	0	0
	Mon 05/03	Tue 05/04	Wed 05/05	Thu 05/06	Fri 05/07	Sat 05/08	Sun 05/09
	0						

Save Return