

A Member's Guide to the Members-Only Area

Wisconsin Hotel & Lodging Association

*An illustrated guide to getting
the most out of our interactive
self-service website*

A screenshot of the WHLA Member Portal interface. The page has a dark blue header with the WHLA logo and 'Home' link. Below the header is a navigation bar with links: 'Member portal home', 'Edit this profile', 'Pay open invoices', 'Relationships', and 'Additional Resources'. The main content area includes a welcome message, a profile section for 'Wisconsin Hotel & Lodging Association' with contact details, a 'My Events' section for a June 22, 2021 luncheon, an 'Upload Media' section, a '0 open invoices' section with a 'PAY INVOICES' button, and a '5 Related Profiles' section listing members like Adam VanOuwkerk, Bill Elliott, Kim Krenzien, Lexie Mallary, and Monica Goeke.

WHLA
WISCONSIN HOTEL & LODGING ASSOCIATION

Home

Hi Lexie! You're currently viewing Wisconsin Hotel & Lodging Association's profile [Switch Profile](#) [Change Password](#) [Log Out](#)

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#) [Additional Resources](#)

Welcome to the Wisconsin Hotel & Lodging Association Member Portal!
If you are listed as a main contact or editor of an organization, please click the "Switch Profile" button on the blue bar up above to edit your property/company information.

Wisconsin Hotel & Lodging Association
WHLA

Email: whla@wisconsinlodging.org Phone: (262) 782-2851

Address: 1025 S. Moorland Road, Ste. 200, Brookfield, WI 53005 Title: WHLA

My Events [View all events >>](#)

June 22, 2021
GMHLA Luncheon: Bringing Guests Back to the Greater Milwaukee Region

Upload Media [+ Add new](#)

0 open invoices

[PAYMENT HISTORY](#) [PAY INVOICES](#)

5 Related Profiles [Add a profile](#) [View and edit all >>](#)

- Adam VanOuwkerk** Membership & Revenue Development Manager
adam@wisconsinlodging.org (262) 782-2851
- Bill Elliott** President & CEO
bellotti@wisconsinlodging.org (262) 782-2851
- Kim Krenzien** Finance Administrator
finance@wisconsinlodging.org
- Lexie Mallary** Marketing & Communications Coordinator
lexie@wisconsinlodging.org (262) 782-2851
- Monica Goeke** Director of Marketing, Services & Events
monica@wisconsinlodging.org (262) 782-2851



Membership has its privileges

- Our website offers many self-service and exclusive benefits that only members and/or their employees can take advantage of.
- To ensure only members receive these benefits, these areas of our site require a valid log in.
- The pages in this guide will teach you how to log in and update your information, as well as take advantage of as many benefits as possible.
- The more you update and personalize your membership, the more value you will receive from us!

What can I do here?

- Update your contact information (plus organization information if you're the main contact or an editor)
- Pay invoices for any related profiles (main contacts/editors)
- Access members only content
- View your event information
- Upload media (company logo, staff pictures, directory photo gallery, and videos)
- Change your password

The screenshot shows the WHLA Member Portal interface. At the top left is the WHLA logo (Wisconsin Hotel & Lodging Association). The top navigation bar is dark blue with the text "Hi Lexie! You're currently viewing Wisconsin Hotel & Lodging Association's profile" and a "Switch Profile" button. To the right are "Change Password" and "Log Out" links. Below this is a green navigation bar with links: "Member portal home", "Edit this profile", "Pay open invoices", "Relationships", and "Additional Resources".

The main content area has a white background. A welcome message reads: "Welcome to the Wisconsin Hotel & Lodging Association Member Portal! If you are listed as a main contact or editor of an organization, please click the 'Switch Profile' button on the blue bar up above to edit your property/company information."

On the left, there is a profile card for "Wisconsin Hotel & Lodging Association" (WHLA) with a green logo. Below the logo, contact information is listed:

Email	whla@wisconsinlodging.org	Phone	(262) 782-2851
Address	1025 S. Moorland Road Ste. 200 Brookfield, WI 53005	Title	WHLA

Below the contact info is a "My Events" section with a "View all events >>" link. One event is listed: "June 22, 2021 GMHLA Luncheon: Bringing Guests Back to the Greater Milwaukee Region".

At the bottom left is an "Upload Media" section with a "+ Add new" link.

On the right side, there are two main sections:

- 0 open invoices:** Includes a "PAYMENT HISTORY" button and a prominent green "PAY INVOICES" button.
- 5 Related Profiles:** Includes a link to "Add a profile" and "View and edit all >>". It lists five profiles:
 - Adam VanOuwkerk:** Memberships & Revenue Development Manager, adam@wisconsinlodging.org, (262) 782-2851
 - Bill Elliott:** President & CEO, bellio@wisconsinlodging.org, (262) 782-2851
 - Kim Krenzien:** Finance Administrator, finance@wisconsinlodging.org
 - Lexie Mallary:** Marketing & Communications Coordinator, lexie@wisconsinlodging.org, (262) 782-2851
 - Monica Goeke:** Director of Marketing, Services & Events, monica@wisconsinlodging.org, (262) 782-2851



Log in to take control of your membership

- You will need to use your username and password to gain access to our private Members Only Area, or to receive special discounts on event registrations.
- If you ever forget your password, click the 'Forgot your password?' link to receive an email with a password reset link

Login

Username

Password

Remember My Login

Login

[Forgot your password?](#)



Switch Profiles

- If you are the main contact or an Editor of related organization profiles, you will be able to easily switch the profile you are editing at any time!
- Make sure to save any edits before you switch to another profile!

A screenshot of the WHLA member portal interface. The top left shows the WHLA logo and the text 'WISCONSIN HOTEL & LODGING ASSOCIATION'. Below the logo, a dark green banner displays the message 'Hi Lexie! You're currently viewing Wisconsin Hotel & Lodging Association'. A white modal window titled 'Switch Profile' is open, showing two options: 'Wisconsin Hotel & Lodging Association' with a building icon and 'Lexie Mallary' with a person icon. At the bottom of the page, a green navigation bar contains the following links: 'Member portal home', 'Edit this profile', 'Pay open invoices', 'Relationships', and 'Additional Resources' with a dropdown arrow.



Edit This Profile

This link will open a page that allows you to update much of the information on your profile. If you are an Editor for your related organization(s), you can click Switch Profile at any time to edit additional profiles. This helps us ensure we always have the latest information about you and your business.

You can edit the following information:

- Name, address, and other basic contact information
- Directory Listing category and descriptions
- Property amenities, email list subscriptions, room count, daily & weekly rates, and so much more
- Relationships you have to other profiles (including adding new profiles you are related to)
- Social media accounts

Edit This Profile

- You have the ability to edit your profile. Staff marked as Main Contact or Editor are also able to edit their related Organization(s).
- Once you make changes, they are submitted for approval by our association.
- If you have the right permissions, you can also edit the profiles related to your organization.

WHLA
WISCONSIN HOTEL & LODGING ASSOCIATION

Home

Hi Lexie! You're currently viewing Wisconsin Hotel & Lodging Association's profile [Switch Profile](#)

[Change Password](#) [Log Out](#)

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#) [Additional Resources](#) ▾

Profile Edit

[Wisconsin Hotel & Lodging Association](#)
WHLA

[CANCEL](#) [SAVE AND CONTINUE EDITING](#) [SAVE THIS PROFILE](#)

General Information

- [Additional Addresses](#)
- [Directory Listing](#)
- [Social Media](#)
- [Update Your Preferences](#)
- [Additional Info](#)

Report Name
Wisconsin Hotel & Lodging Association

Title
WHLA

Address
1025 S. Moorland Road
Ste. 200

City **State** **Zip** **Zip Ext**
Brookfield WI 53005

County
Waukesha

Country
United States

E-mail
whia@wisconsinlodging.org

Work Phone
(262) 782-2851

Edit Your Preferences

- Click Update Your Preferences to edit specific property information such as:
 - Amenities
 - City (Website Listing & Lodging Directory)
 - Email List subscriptions
 - Property Type
 - Open Status
 - Room/Unit Type
 - Special Packages Available
 - And more

Profile Edit

Wisconsin Hotel & Lodging Association
WHLA

CANCEL SAVE AND CONTINUE EDITING SAVE THIS PROFILE

- General Information
- Additional Addresses
- Directory Listing
- Social Media
- Update Your Preferences**
- Additional Info

Amenities

- AAA Official Appointment Program Member
- ATV Trail Access
- Beach
- Biking
- Boating
- Breakfast Available (Not Complimentary)
- Business Travelers Services
- Cable-Movies
- Complimentary Continental Breakfast
- Complimentary Full Breakfast
- Cottages/Cabins
- Cross Country Skiing
- Downhill Skiing
- Fireplaces - In Room
- Fishing
- Fitness Center
- Golf

Double check to make sure you are editing the organization profile, not your personal profile (only available if you are an Editor or Main Contact of an organization). If you make these changes on your personal profile, the changes will be removed by WHLA

Edit Additional Info

- Click Additional Info to edit and view detailed property info such as:
 - AHLA ID#
 - Room Count
 - Daily Rates
 - Weekly Rates
 - Property Type (printed Lodging Directory)
 - And more

Profile Edit

Wisconsin Hotel & Lodging Association
WHLA

CANCEL SAVE AND CONTINUE EDITING SAVE THIS PROFILE

- General Information
- Additional Addresses
- Directory Listing
- Social Media
- Update Your Preferences
- Additional Info**

-- Select --

Property Owner

Property Type - Lodging Directory

Senate District #

Weekly Rates

AHLA ID#
AHLA ID#
123456 Delete

Room Count
Room Count
52 Delete

Daily Rates
Daily Rates
\$99-149 Delete

Double check to make sure you are editing the organization profile, not your personal profile (only available if you are an Editor or Main Contact of an organization). If you make these changes on your personal profile, the changes will be removed by WHLA




After Editing & Saving Your Profile Changes

- Don't forget to hit save to submit your profile change requests for WHLA review.
- The updates you made to your information are not immediate. Please allow WHLA staff a few days to review the changes you have submitted.

Relationships

- The Relationships menu item (and Related Profiles area of the home page) shows all profiles related to the profile you're editing
- You can add new staff or relationships, as well as update existing relationships such as marking staff as former or marking new editors or main contacts for organizations
- All updates you make are submitted for approval.
- Make sure to Save.

 Wisconsin Hotel & Lodging Association [ADD A PROFILE](#)

Related Profiles

There are 5 relationships

Main Contact	Billing Contact	Editor	Receives Communication	Name	Title	Email	Phone	Relation Type	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Filter by name"/>	<input type="text" value="Filter by title"/>	<input type="text" value="Filter by email"/>	<input type="text" value="Filter by phone"/>	<input type="text" value="Filter By Type"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bill Elliott	President & CEO	belliot@wisconsinlodging.org	(262) 782-2851	Employer	ACTIONS ▾
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Kim Krenzien	Finance Administrator	finance@wisconsinlodging.org		Employer	ACTIONS ▾
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Adam VanOuwkerk	Membership & Revenue Development Manager	adam@wisconsinlodging.org	(262) 782-2851	Employer	Edit
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Lexie Mallary	Marketing & Communications Coordinator	lexie@wisconsinlodging.org	(262) 782-2851	Employer	Delete
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monica Goeke	Director of Marketing, Services & Events	monica@wisconsinlodging.org	(262) 782-2851	Employee	ACTIONS ▾

Show 20 ▾ << < 1 > >>



View Invoices and Renewal Information

- From the Members Only home page, Main Contacts and Editors can view all open invoices for their related profiles as well as renewal information
- You can view Payment History and click to Pay Invoices

3 open invoices

Lexie Mallary	\$0.00
Wisconsin Hotel & Lodging Association	\$796.20

[PAYMENT HISTORY](#) [PAY INVOICES](#)

Pay Open Invoices

- Click Pay Open Invoices from top Navigation menu or the Pay Invoices button on the right side of the home page
- Main Contacts and Editors will see company invoices, other staff will view only invoices connected to their individual profile
- Select any invoices you would like to pay by checking the box in the first column and click Pay Now
- To print an invoice, click on the Invoice Number link.

Open invoices across accounts

PAY NOW Select invoices below to pay

<input type="checkbox"/>	Due date ⇅	Invoice date ⇅	Invoice ⇅	Invoiced profile ⇅	Description ⇅	Item amount ⇅	Paid ⇅	Due ⇅
<input type="checkbox"/>	7/9/2021	7/9/2021	212212199	Bill Elliott	Conference Registration Revenue	\$200.00	\$0.00	\$200.00
<input type="checkbox"/>	7/9/2021	7/1/2021	212212196	Monica Goeke	GMHLA Events	\$25.00	\$0.00	\$25.00
<input type="checkbox"/>	8/31/2021	7/9/2021	212212194	Wisconsin Hotel & Lodging Association	Lodging Dues - WHLA Annual	\$447.20	\$0.00	\$447.20
<input type="checkbox"/>	8/31/2021	7/9/2021	212212195	Wisconsin Hotel & Lodging Association	Lodging Directory Listing Photo	\$299.00	\$0.00	\$299.00
<input type="checkbox"/>	7/20/2021	7/9/2021	212212198	Wisconsin Hotel & Lodging Association	WisconsinINN Getaways	\$50.00	\$0.00	\$50.00

<< < 1 > >>



Paying Invoices

- Once you select an invoice/invoices to pay, you will see a Payment details pop up screen, where you will enter your credit card and address payment information

Payment details **\$299**

Use a new card

Name On Card

Card Num

Security Code Month Year

Address

City State Zip / Postal Code

Country

Pay Dues Invoices

- When you click to pay a dues invoice, you will be given the option to apply add-ons (Eligible Related Line Items)
- **All add-ons are optional**
- Some of these add-ons are specific to on-time renewals only. Do not select one of the on-time options if you are paying after your invoice due date
- Other add-ons may be for additional advertising options

Related Revenue Items

Invoice #	Total cost	Amount paid	Balance	Due date	Invoice date
212212194	\$646.20	\$0.00	\$646.20	08/31/2021	07/09/2021

Original invoice: \$447.20

Description	Amount
Lodging Dues - WHLA Annual	\$291.20
Lodging Dues - AHLA Annual	\$156.00

Eligible Related Line Items

Description	Opt in	Action	Flat amount	%	Custom amount
On-Time Renewal Discount - Lodging Directory Listing Photo (When paid by invoice due date only. Original Price: \$299)	<input checked="" type="checkbox"/>	Add	\$199.00	0%	\$ 199

Proposed invoice: \$646.20

Description	Amount
Lodging Dues - WHLA Annual	\$291.20
On-Time Renewal Discount - Lodging Directory Listing Photo (When paid by invoice due date only. Original Price: \$299)	\$199.00
Lodging Dues - AHLA Annual	\$156.00

CANCEL SAVE

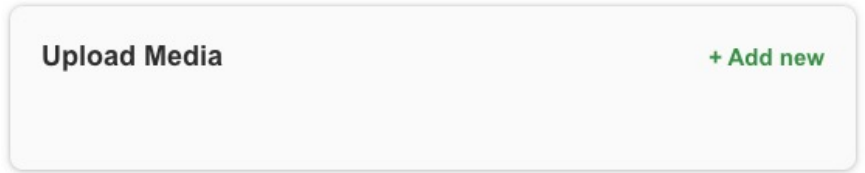
Upload media

You have the ability to upload logos, pictures, and documents directly to your account, as well as images and videos for your directory listing, if you have an enhanced membership level.

Our Online Member Directory can display images and videos on your listing, depending on your membership level. When accessed, this section of your members-only area will allow you to upload this media directly to your listing on the directory, so you can promote yourself as best as possible.

Depending on the benefits assigned to your member level, the images or video will display automatically on your directory listing; if your level is not eligible for that listing option, some uploads will not appear (but it will be stored in your profile).

Click the '+ Add new' button to add new content!



***Please note:** The file upload option called "Listing_Logo_MainImage" is the primary photo on your listing. If you do not upload a file to this location, an image will not appear on the results page of the directory.*



Change your password

- The best parts of our website are restricted to only be used by members and their approved employees or related profiles. You can change your password at any time on the top right menu of the Members Only page.
- Once you have a username and password, you can use it to access any members-only or restricted items, like event discounts and other self-service items we offer.


Current Password

New Password

Repeat Password

Enjoy discounts for event registration

- Many of our events offer exclusive discounts for members and their employees.
- Look for the login information to ensure you get every discount you deserve



Log In

Log in above for faster registration and special pricing

WHLA

WISCONSIN HOTEL & LODGING ASSOCIATION