

AABBA members have access to the information posted about their B&B and can update it at any time. Once a year, at the time of renewal, members ask to do this review in preparation for the upcoming season.

This manual walks through the steps to do this efficiently.

STEP ONE

Go to the AABBA website at www.anchorage-bnb.com. Click on the MEMBER INFO tab.

[View Mobile Site](#)

ANCHORAGE ALASKA Bed & Breakfast Association

[CLICK HERE TO MAKE A RESERVATION](#)

HOME | LOCATE AN INN | SEARCH BY AMENITY | CHECK AVAILABILITY

PLAN A TRIP | TRAVEL PARTNERS | INN ETIQUETTE | INSPECTED & APPROVED | **MEMBER INFO**

FEATURED INNS

Calla House B&B

RESERVATION HOTLINE 907-272-5909

LOCATE AN INN [CLICK HERE](#)

SEARCH FOR INN BY AMENITY [CLICK HERE](#)

TRAVEL PARTNERS [CLICK HERE](#)

READ GUEST COMMENTS [CLICK HERE](#)

Welcome, We Invite You to Enjoy our Hospitality

Our Anchorage Bed and Breakfast innkeepers have just the right place for you during your stay in our city. With convenient locations to shopping, restaurants, performing arts, outdoor recreation and other attractions, Anchorage Alaska Bed and Breakfasts are perfect for vacations, convention and business travel, or getaways.

Anchorage B&B's Going Green Program

Anchorage is South Central Alaska's hub for business, education, health care, culture and even wildlife! Although Anchorage is our state's largest city, visitors will find travel within the city relatively easy. You can reach most locations within twenty minutes by car. Our area offers everything from seeing beluga whales while biking the Coastal Trail or moose while hiking in Chugach State Park to the finer things in life such as retail therapy and gourmet cuisines offering the freshest salmon, halibut, and seafood. Stay with one of our AABBA members and enjoy hospitality with style, Alaskan style!

From Our Blog...

09/12 Sixth Annual Awards Presented to AABBA Associate/Travel Partners
Another Alaskan summer has passed, and earlier this week the Anchorage Alaska Bed ...

STEP TWO

Select the MEMBER LOGIN button.



This goes to a login page that requires your user name and password. Do you have a record of these?

If not the AABBA webmaster can be of help – when you make contact, ask for the “Member Maintenance” password and username to do your AABBA page update.

STEP THREE

Enter your user name and password, then select LOGIN..



Welcome to the Anchorage Alaska Bed and Breakfast Association Maintenance System

The Anchorage Alaska Bed and Breakfast Association member maintenance web site.

A screenshot of a login form titled "Anchorage Alaska Bed and Breakfast Association Member Login". It contains two input fields: "User Name:" and "Password :". Below the password field is a "Login" button. Two red arrows point to the input fields, indicating where to enter the username and password.

You may be reminded to update your login information, a good practice for all accounts online. Here is an example for Jarvi Homestay. After changing the password, select UPDATE.


Note: What is a good password? It is one you do not used for any other account. It has at least 8 characters. Vary your characters – include caps, lower case, and numerals. If you have a difficult time, thing about a great license plate you have seen as L8T2dnrr ("late to dinner")!

A screenshot of a login form titled "AABBA Member Login". It contains two input fields: "User Name:" and "Password :". Below the password field is a "Login" button. Above the form, there is a prompt from "acorn-is.com" asking "Would you like to update this login?" with a key icon. Below this prompt are input fields for "jarvi" and a password represented by dots. An "Update" button is next to the password field. A red arrow points to the "Update" button. Below the prompt, there is a red error message: "Your Username (or) Password are Invalid - Please Try Again." To the right of the form is a banner with a city skyline and the Anchorage Alaska Bed & Breakfast Association logo.

Complete by selecting LOGIN.

STEP FOUR

Select INN UPDATES – Inn Data on the left side. Then, Read, edit, and proof read items on this page. Note the red arrows on this illustration to be sure you are on the correct page, and that you complete your work by selecting UPDATE RECORD at the end of your review.

MEMBER MAINTENANCE

<< LOGOUT >>

INN UPDATES

- Inn Data

MEMBERSHIP

- Pay Dues


DOCUMENTS

- Newsletters

REPORTS

- Inn Full Page
- Inn Thumbnail

Inn Data (INN UPDATES)

INN DATA - EDIT 

Inn Name:	<input type="text"/>
Username:	<input type="text"/>
Password:	<input type="password"/>
Region:	<input type="text" value="South"/>
Address:	<input type="text"/>
City:	<input type="text" value="Anchorage"/>
State:	<input type="text" value="AK"/>
Zip Code:	<input type="text"/>
Local Phone:	<input type="text"/>
Toll Free:	<input type="text"/>
E-Mail:	<input type="text"/>
Website:	<input type="text"/>
Online Reservation Link:	<input type="text"/>
Virtual Tour Code:	<pre><iframe width="800" height="415" frameborder="0" scrolling="no" marginheight="0" marginwidth="0" src="https://www.google.com /maps?cbp=13,3.73,,0,10.64&layer=c& panoid=0WCTqtDKVqsAAAALCqkyYw&cbll=61.091908,- 149.842199&dg=opt&ie=UTF8&t=m&source=embed&</pre>
Innkeepers:	<input type="text" value="Mary M Rydesky"/>
Description:	<input type="text" value="Jarvi Homestay celebrates life & health by providing a relaxing, home-style environment with a green earth philosophy. We believe in"/>

Virtual Tour Code:

Innkeepers:

Description:

of Rooms:

Private Baths:

High Rate (Dollars only ex:
150):

Low Rate (Dollars only ex:
100):

Checkin Time:

Checkout Time:


Cancellation Policy:

Amenities

- ☐ Accepts Credit Cards
- ☒ Accepts Personal Checks
- ☒ Guest Computer and Fax
- ☒ Internet Access (Cable or WIFI)
- ☒ Late Check-in
- ☐ Full Breakfast
- ☒ continental_breakfast
- ☐ Private Entrance
- ☒ Private Bath
- ☒ Hair Dryer in Room
- ☒ TV with Cable, DVD and/or VCR in Room
- ☒ Microwave Available
- ☒ Small Refrigerator Available
- ☒ Freezer Space Available
- ☒ Iron and Ironing Board
- ☐ Phone in Room
- ☐ Accessible Features

Amenities

- ☐ Accepts Credit Cards
- ☒ Accepts Personal Checks
- ☒ Guest Computer and Fax
- ☒ Internet Access (Cable or WIFI)
- ☒ Late Check-in
- ☐ Full Breakfast
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- ☒ TV with Cable, DVD and/or VCR in Room
- ☒ Microwave Available
- ☒ Small Refrigerator Available
- ☒ Freezer Space Available
- ☒ Iron and Ironing Board
- ☐ Phone in Room
- ☐ Accessible Features
- ☒ Laundry Facilities on Site
- ☐ Children Welcome
- ☐ Pets Welcome
- ☐ No Resident Pets
- ☒ Hot Tub and/or Sauna



Anchorage Alaska Bed and Breakfast Association - Member Maintenance
[Home](#) | [Contact Us](#) | [Web Site](#)

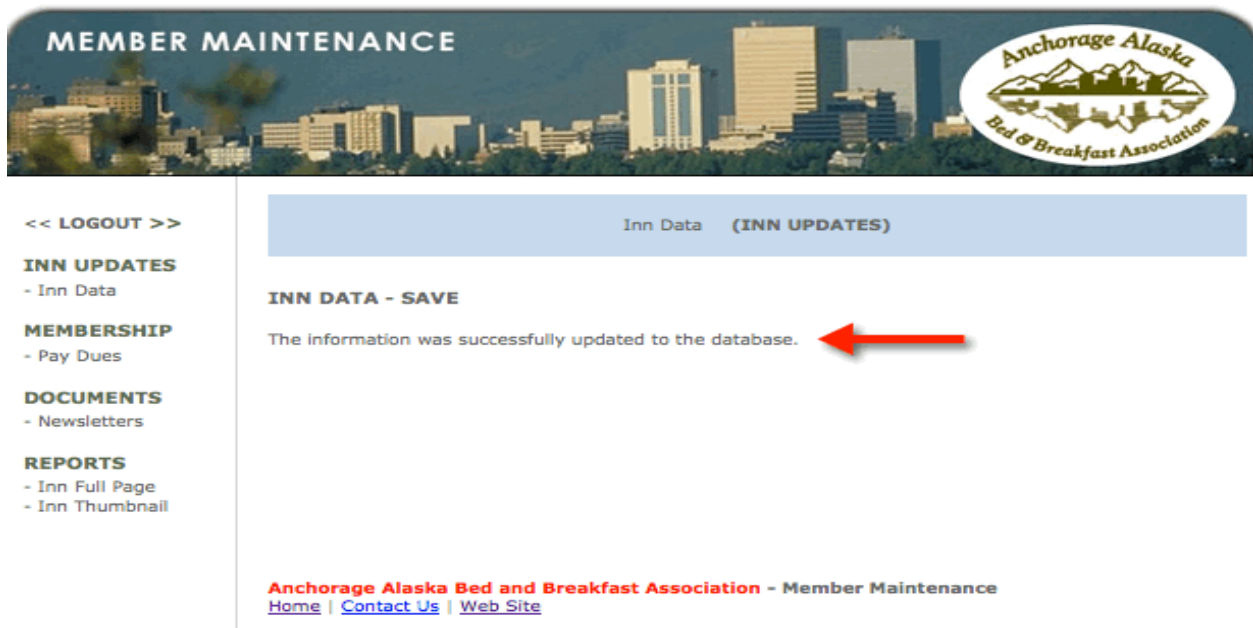
STEP FIVE

This screen (see next page) confirms that you made the updates, saved them, and they have been recorded.

Now, your chances should be visible to web visitors – no delay!

Note: If you go to the Internet view of your AABBA page and do NOT see the changes, it may be because your computer remembers information from its last visit. You need to clear your cache, or refresh your screen. If you use Chrome, there is one method; other browsers have other ways to do this. Try a Command-R, look for a symbol something like this, or log out of your browser and bring it up fresh.





MEMBER MAINTENANCE

<< LOGOUT >>

INN UPDATES
- Inn Data

MEMBERSHIP
- Pay Dues

DOCUMENTS
- Newsletters

REPORTS
- Inn Full Page
- Inn Thumbnail

Inn Data (INN UPDATES)

INN DATA - SAVE

The information was successfully updated to the database.

Anchorage Alaska Bed and Breakfast Association - Member Maintenance
[Home](#) | [Contact Us](#) | [Web Site](#)

You are done – but while you are here...you might want to look at the REPORTS tab at the bottom of the column on the left. There are two reports you can access for analysis of how your AABBA webpage is performing.

USING THE INN TUMBNAIL REPORTS

The screenshot shows a web browser window with the URL <https://acom-is.com/secure/anchorage-user-db/report-inn-listing-get.t>. The page title is "MEMBER MAINTENANCE" and the logo for the "Anchorage Alaska Bed & Breakfast Association" is visible. The left sidebar contains a navigation menu with the following items: << LOGOUT >>, INN UPDATES (Inn Data), MEMBERSHIP (Pay Dues), DOCUMENTS (Newsletters), and REPORTS (Inn Full Page, Inn Thumbnail). The "REPORTS" section is highlighted with a red box and a green checkmark. The main content area is titled "GET INN TUMBNAIL LISTING REPORT" and contains the following text: "This report shows the total number of times an inn's thumbnail data was viewed by a visitor. Enter the month and year. The report includes the month entered. Ex: If the start month was 3 and the start year was 2005 and the end month was 4 and the end year was 2005 then the report would show the total number of times the inn's thumbnail data was viewed for the months of March and April for the year 2005." The form includes a "Select Inn Name:" dropdown menu with "View all inns" selected, a "Start Date:" field with "12 - 2015" entered, an "End Date:" field with "12 - 2015" entered, and a "Get Report" button. Red arrows point to the dropdown menu, the "Start Date:" field, the "End Date:" field, and the "Get Report" button. The footer of the page reads "Anchorage Alaska Bed and Breakfast Association - Member Maintenance" with links to "Home", "Contact Us", and "Web Site".

When you click the report marked here with the green check mark (you will not find one on your screen), then note the page title says GET INN TUMBNAIL LISTING REPORT.

At the first red arrow, use the drop down symbol to pick your B&B. At the middle red arrows, enter the time frame. (For example, I run a year to date report by entering the start date of 1-201x and end date of the current month). Then click the GET REPORT BUTTON.

You can then select the INN FULL PAGE REPORT and follow these steps for a second report.

The screenshot shows a web browser window with the URL <https://acorn-is.com/secure/anchorage-user-db/report-inn-detail-get.p>. The page is titled "MEMBER MAINTENANCE" and features the Anchorage Alaska Bed & Breakfast Association logo. The sidebar on the left contains the following links:

- << LOGOUT >>
- INN UPDATES
 - Inn Data
- MEMBERSHIP
 - Pay Dues
- DOCUMENTS
 - Newsletters
- REPORTS** (highlighted with a red box and a green checkmark)
 - Inn Full Page
 - Inn Thumbnail

The main content area has a blue header with "Inn Full Page | Inn Thumbnail (REPORTS)". Below this is a red-bordered box containing the text "GET INN FULL PAGE DETAIL REPORT". The text below the box reads: "This report shows the total number of times an Inn's detail page was viewed by a visitor. Enter the month and year. The report includes the month entered. Ex: If the start month was 3 and the start year was 2005 and the end month was 4 and the end year was 2005 then the report would show the total number of times the inn's detail page was viewed for the months of March and April for the year 2005."

The form includes the following fields:

- Select Inn Name: View all inns (indicated by a red arrow)
- Start Date: 12 - 2015 (indicated by a red arrow)
- End Date: 12 - 2015 (indicated by a red arrow)
- Get Report (indicated by a red arrow)

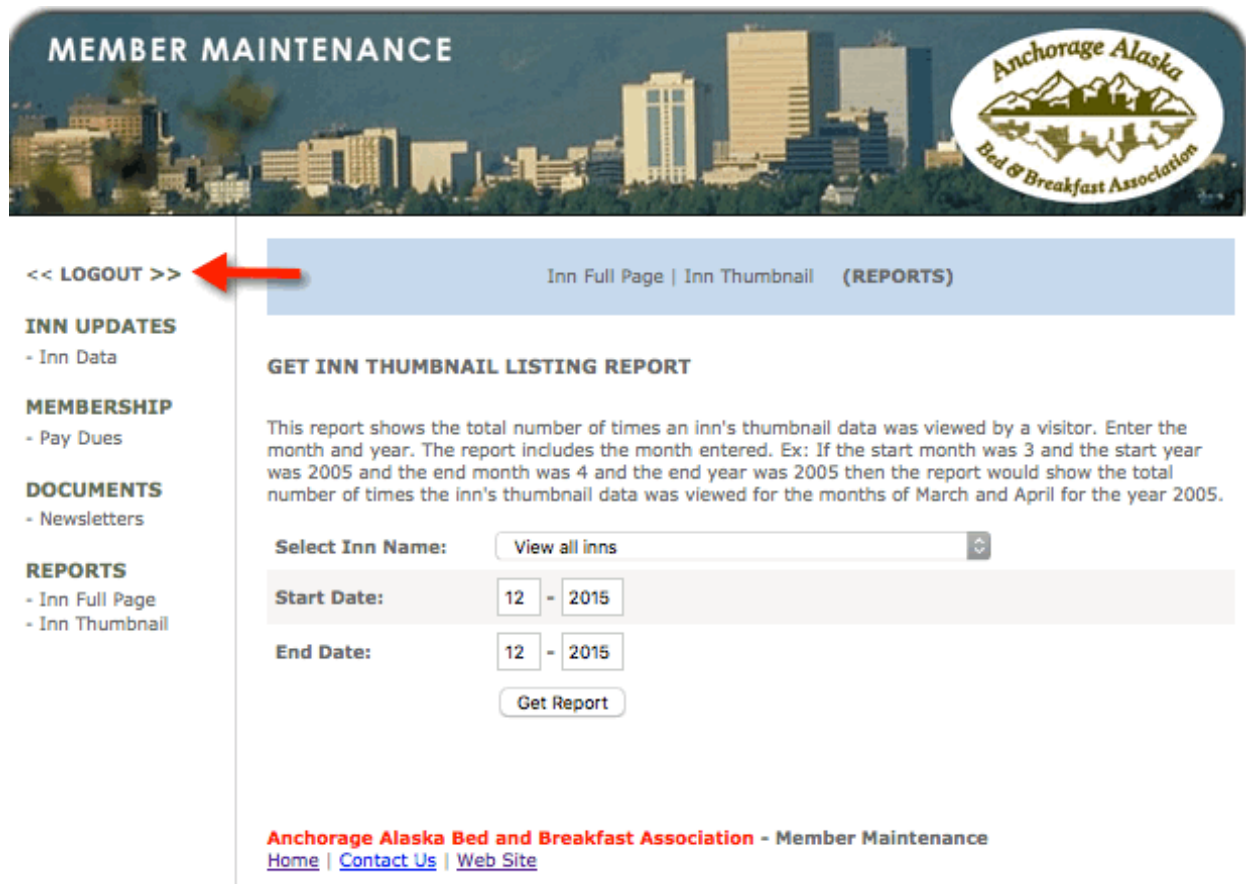
At the bottom of the page, there is a footer with the text "Anchorage Alaska Bed and Breakfast Association - Member Maintenance" and links for "Home", "Contact Us", and "Web Site".

With two numbers you can see the following:

Thumbnail – how many times did visitors find you by a search based on geography, amenities, or name
Full Page – how many times did visitors view your B&B's page on AABBA.

Keeping your information update to date is a great idea as it helps you promote your current B&B features. Checking your numbers provides you with an indicator of your success or need to update.

Click << LOGOUT >> as shown below.



MEMBER MAINTENANCE

<< LOGOUT >> Inn Full Page | Inn Thumbnail (REPORTS)

INN UPDATES
- Inn Data

MEMBERSHIP
- Pay Dues

DOCUMENTS
- Newsletters

REPORTS
- Inn Full Page
- Inn Thumbnail

GET INN THUMBNAIL LISTING REPORT

This report shows the total number of times an inn's thumbnail data was viewed by a visitor. Enter the month and year. The report includes the month entered. Ex: If the start month was 3 and the start year was 2005 and the end month was 4 and the end year was 2005 then the report would show the total number of times the inn's thumbnail data was viewed for the months of March and April for the year 2005.

Select Inn Name: View all inns

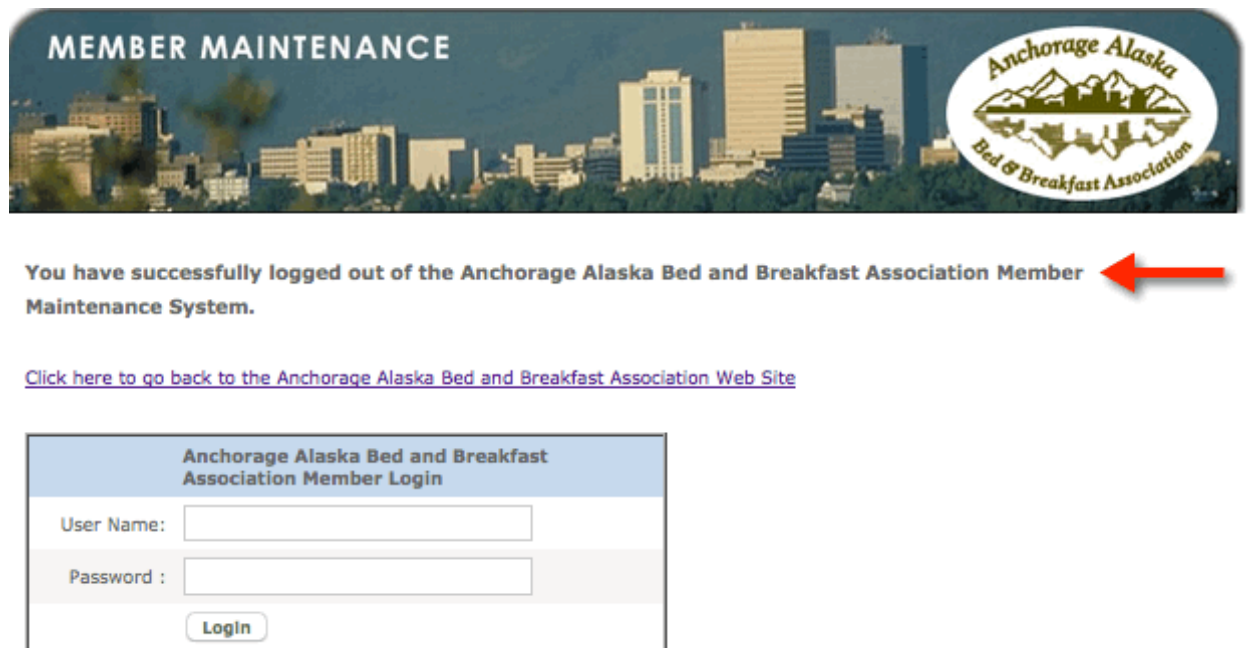
Start Date: 12 - 2015

End Date: 12 - 2015

Get Report

Anchorage Alaska Bed and Breakfast Association - Member Maintenance
[Home](#) | [Contact Us](#) | [Web Site](#)

When you have completed the step, you will see this screen image and you are done for the day.



MEMBER MAINTENANCE

You have successfully logged out of the Anchorage Alaska Bed and Breakfast Association Member Maintenance System.

[Click here to go back to the Anchorage Alaska Bed and Breakfast Association Web Site](#)

Anchorage Alaska Bed and Breakfast Association Member Login

User Name:

Password :

Login