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**Adding an Offer for the  
Journalist Handbook  
For Media Visits**

**Sonoma County Tourism  
400 Aviation Blvd, Suite 500  
Santa Rosa, CA 95403  
707-522-5800**

## **About the Media Handbook**

Sonoma County Tourism's PR Team provides the Media Handbook to the many visiting journalists that cover Sonoma County each year. This is your chance to showcase your business. This travel resource is sent privately as a pdf attachment for travel writers, influencers and other media that are coming to experience Sonoma County, and who have been vetted by our organization. The journalists will contact you directly to redeem the offers.

\*We have asked journalists to include in their email to you, "I am a Sonoma County Tourism Media Handbook Preferred Media."

Visiting media review this handbook and contact partners who interest them, and they can curate their own itineraries for their content. It connects you directly to the visiting journalist or influencer and creates an opportunity for valuable publicity.

Offers can be specific, like "30% off best available rate." It can also be more general, so that you are able to customize the experience to the media that have reached out to you.

Because you make Sonoma County a desirable travel destination, we want you to be involved in our efforts to attract more media, resulting in positive travel stories being generated worldwide. See recent Sonoma County coverage [here](http://www.sonomacounty.com/sonoma-county-news) (<http://www.sonomacounty.com/sonoma-county-news>).

**To add an offer, you will need to have access to the Hospitality Hub (formerly known as the Partner Extranet).**

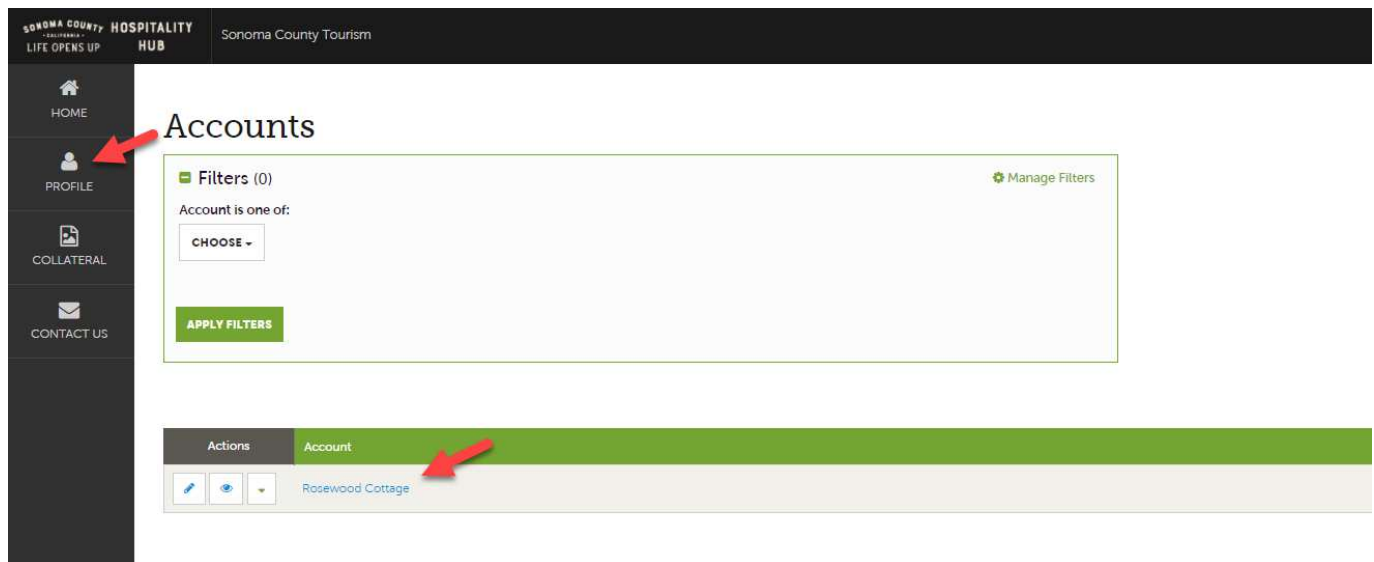
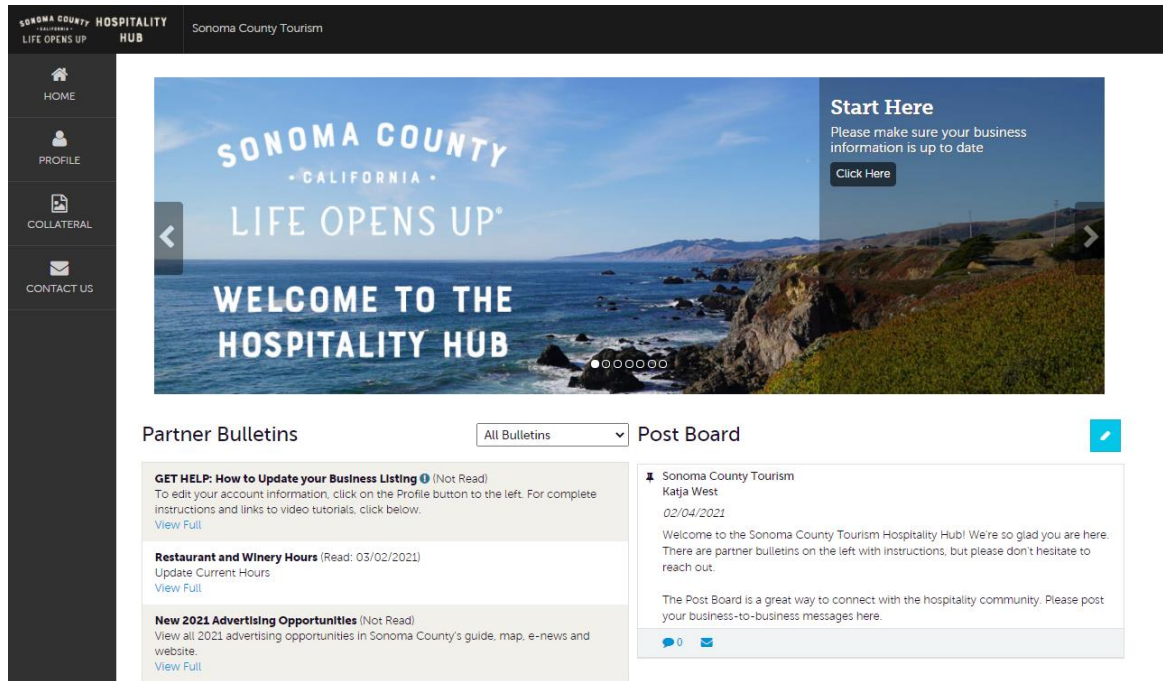
If you do not have a login or if you need help with the Hospitality Hub, please contact SCT at [hospitalityhub@sonomacounty.com](mailto:hospitalityhub@sonomacounty.com).

For questions related to media requests, please contact our PR Team:  
Birgitt Vaughan, Director of Public Relations: [bvaughan@sonomacounty.com](mailto:bvaughan@sonomacounty.com)

Thank you for your support in hosting journalists and helping to bring visitors to Sonoma County.

## Logging into the Hospitality Hub:

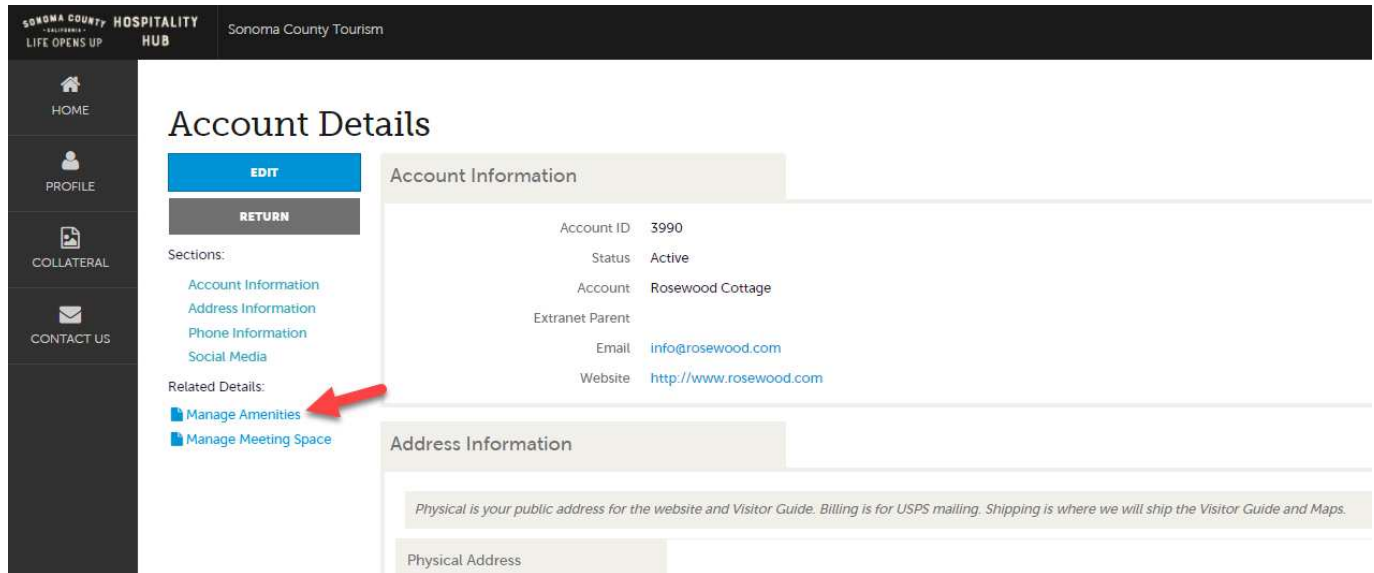
The first time you log in to Sonoma County Tourism’s Hospitality Hub, you will be prompted to change your password. Once logged into your account, you will see Partner Bulletins, Post Board, and a column of icons on the left of the screen.



To access your account, click on **Profile** (second icon from the top) and then **Accounts**.

## Account Details:

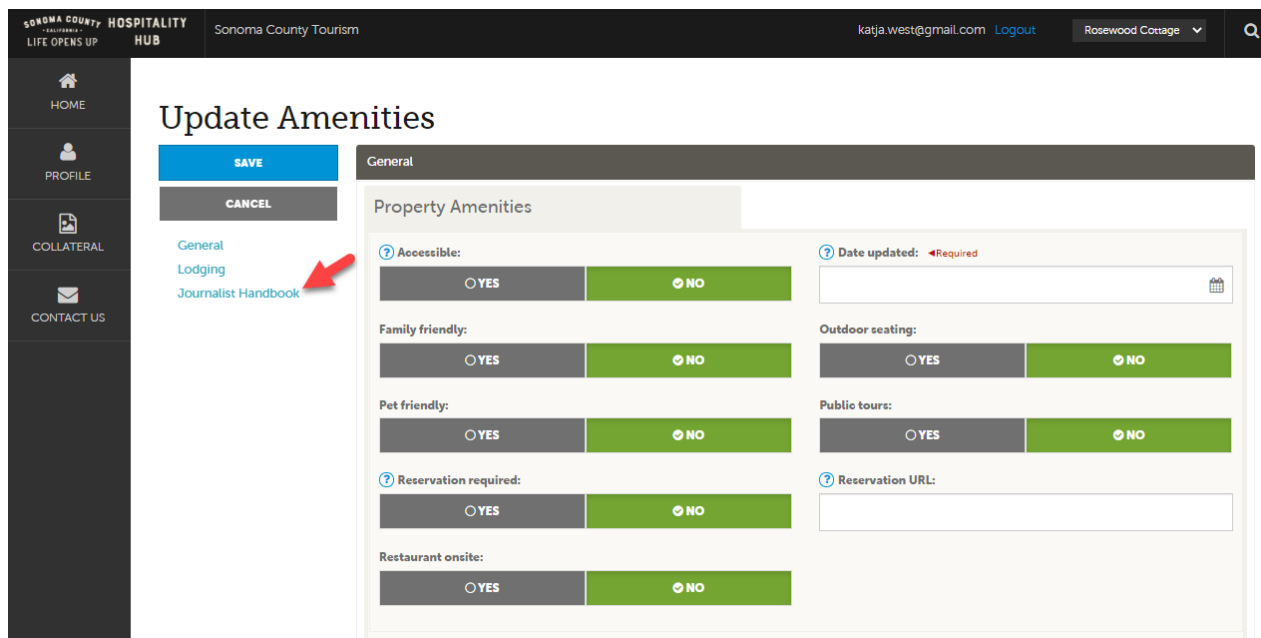
Your account details are found in the “Accounts” page of your Member Profile. Some profiles are associated with multiple business accounts, so you need to choose which business account you want to look at. Click on the account name and review the account details to make sure your address, website URL, business email and phone number are correct.



The screenshot shows the 'Account Details' page for 'Rosewood Cottage'. The page is divided into sections: Account Information, Address Information, and Related Details. The Account Information section lists: Account ID 3990, Status Active, Account Rosewood Cottage, Extranet Parent, Email info@rosewood.com, and Website http://www.rosewood.com. The Address Information section has a note: 'Physical is your public address for the website and Visitor Guide. Billing is for USPS mailing. Shipping is where we will ship the Visitor Guide and Maps.' and a field for Physical Address. The Related Details section includes links for 'Manage Amenities' (highlighted with a red arrow) and 'Manage Meeting Space'. The left sidebar contains navigation options: HOME, PROFILE, COLLATERAL, and CONTACT US.

## Adding a Journalist Offer:

1. To access the Journalist Offer section, click on “Manage Amenities” in Account Details. A new list of amenities will appear.



The screenshot shows the 'Update Amenities' page for 'Rosewood Cottage'. The page has a 'General' tab selected. The 'Property Amenities' section includes several toggle options: Accessible (YES/NO), Family friendly (YES/NO), Pet friendly (YES/NO), Reservation required (YES/NO), and Restaurant onsite (YES/NO). There are also input fields for 'Date updated' (marked as Required) and 'Reservation URL'. The left sidebar contains navigation options: HOME, PROFILE, COLLATERAL, and CONTACT US. A red arrow points to the 'Journalist Handbook' link in the sidebar.

2. Click on “Journalist Handbook” or scroll to the bottom. This will take you to the handbook form.
3. Complete the form with the expiration date and the details of the offer. Do not include your business description here. Just include details about what you would like to offer to journalists. Your business description will come from your business listing.

A few notes:

- Only one offer can be added as a Journalist Offer. If you have several offers, you will need to combine them into one.

Once you have added and saved your offer, it will be reviewed by one of our staff members and will be included in the Journalist Handbook.

**Thank you for adding your journalist offer!**