

RETRIEVING A LEAD from the Extranet

GULF SHORES & ORANGE BEACH SPORTS COMMISSION

Sign in to MyGSOBT.

1. Click on the **megaphone symbol** located on the left side navigation to view leads. This opens the Opportunities section. Both sales and sports leads reside within RFPs.
2. Click **RFPs** to view lead details.

On the RFP page, use the Filter Leads box to see the leads you have responded to, the leads you have been awarded and the leads awaiting your response. You can also sort the leads by "Group Name Is" to view the sales and sports leads separately.

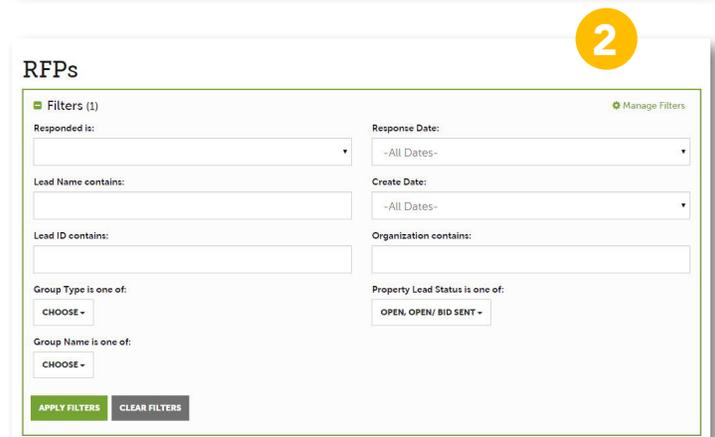
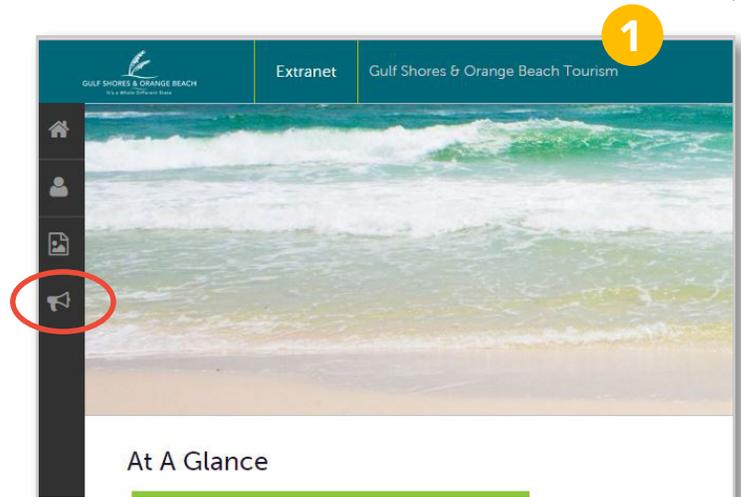
3. Click on the **Lead Name** to view the lead details.

You can change your view order by clicking the **gear symbol** and choosing the ordering tab.

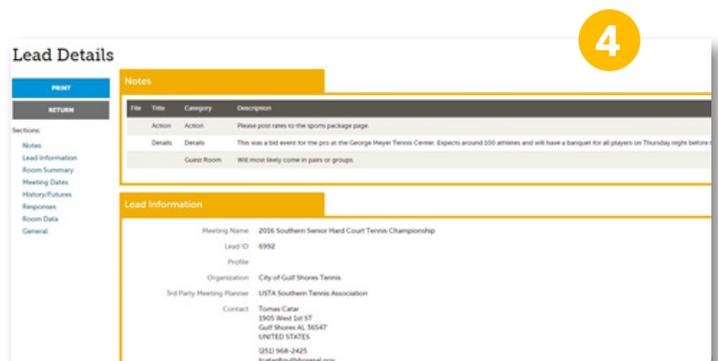
*Please note that everyone in your company with lead access will see leads from both sales and sports. You may edit lead access by clicking the **gear symbol** on the top right of your screen.*

4. After selecting **Lead Details**, you will be able to access your lead notes and information.

You can also find this information by using the navigation section of the left side of your screen.



Action	Lead ID	Lead Name	Property Lead Status	Create Date	Group Type	Lead Type	Organization	Account	Response Date	Award (Preferred)	Group Name	
	6970	2016 Group 1	Open/ Bid Sent	05/13/2016	Meeting	Meeting	Thomsonville Church of God in Christ	Gulf Shores & Orange Beach Tourism	05/09/2016	06/30/2016	06/12/2016	Meeting Sales
	6942	2016 Women's Beach Tennis	Open	05/14/2016	Meeting	Open Reg	Parishville Baseball	Gulf Shores & Orange Beach Tourism	04/06/2016	04/08/2016	04/10/2016	Sports Comm Sales
	6955	2016 Golf Club Championship	Open	05/12/2016	Meeting	Qualifier	Hubbard High School Athletic Association	Gulf Shores & Orange Beach Tourism	05/12/2016	05/12/2016	05/14/2016	Sports Comm Sales
	6948	2016 Golf Club Region 015 - Orange Beach Series 1	Open	05/12/2016	Meeting	Open Reg	Gulf Coast Region Golf Vendors	Gulf Shores & Orange Beach Tourism	05/04/2016	05/07/2016	05/09/2016	Sports Comm Sales
	6939	2016 USGA Senior 55+ Region 015 - Orange Beach Series 1	Open	05/08/2016	Meeting	Series	United States Golf Association	Gulf Shores & Orange Beach Tourism	05/02/2016	07/08/2016	07/04/2016	Sports Comm Sales
	6954	2016 NGA Outdoor Tennis & Pickleball Championship	Open	05/27/2016	Meeting	Championship	National Association of Pickleball Players	Gulf Shores & Orange Beach Tourism	05/08/2016	05/08/2016	05/08/2016	Sports Comm Sales
	6930	2016 Race Series and Family Series	Open	05/07/2016	Meeting	Open Reg	Gulf Coast Paddle Company	Gulf Shores & Orange Beach Tourism	05/02/2016	05/12/2016	05/12/2016	Sports Comm Sales
	6909	2016 3rd Annual 60+ at the Beach Open House Tournament	Open	05/19/2016	Meeting	Open Reg	Yamaha Yamaha Marine Academy	Gulf Shores & Orange Beach Tourism	05/14/2016	05/14/2016	05/14/2016	Sports Comm Sales
	6900	2016 Golf Beaches Orange Beach National	Open	05/04/2016	Meeting	Invitational	Chowchew	Gulf Shores & Orange Beach Tourism	05/07/2016	05/07/2016	05/07/2016	Sports Comm Sales
	6905	2016 Women's Beach Tennis Open House and Family Series	Open	05/04/2016	Meeting	Championship	National Collegiate Athletic Association	Gulf Shores & Orange Beach Tourism	05/04/2016	05/04/2016	05/08/2016	Sports Comm Sales
	6905	2016 USGA Senior 55+ Series 015	Open	05/03/2016	Meeting	Invitational	United States Golf Association	Gulf Shores & Orange Beach Tourism	04/14/2016	04/19/2016	04/17/2016	Sports Comm Sales



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5. Scroll down to the **Responses** tab.

To respond to the lead, click on the **pencil symbol** next to the dates. For leads with more than one date range, you only need to select one.

6. Click either **YES** or **NO** in the response information to indicate you are choosing to pursue the lead.
7. Click **SAVE** to update your response and exit the page.

