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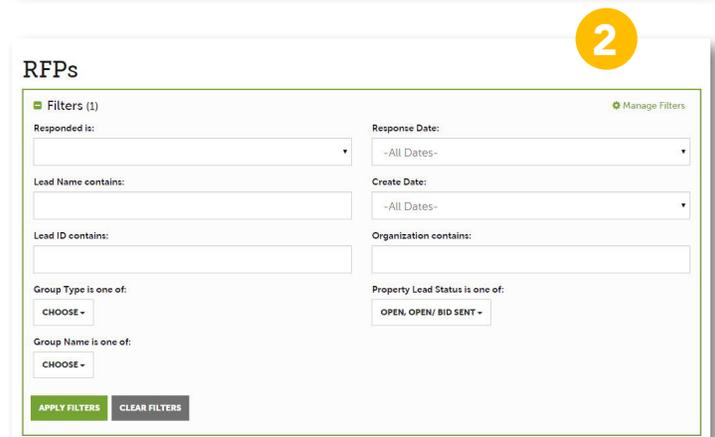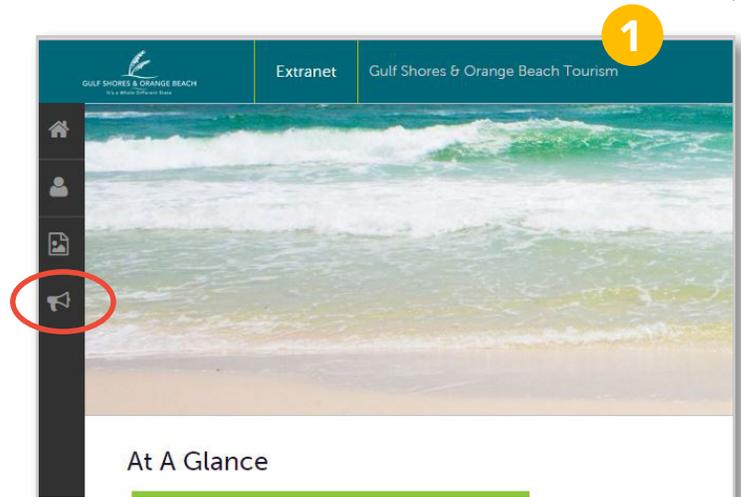
3. Click on the **Lead Name** to view the lead details.

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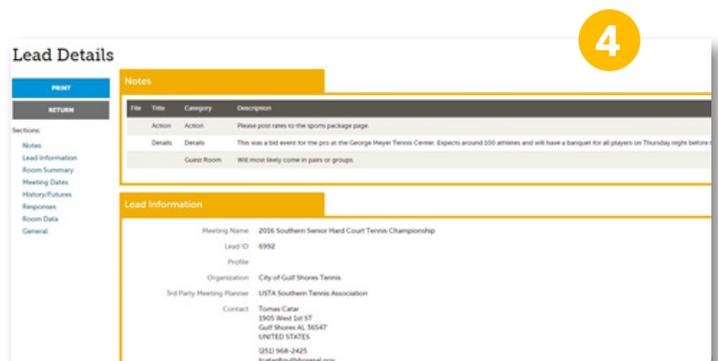
   *Please note that everyone in your company with lead access will see leads from both sales and sports. You may edit lead access by clicking the **gear symbol** on the top right of your screen.*

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.

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Sports Commission

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.