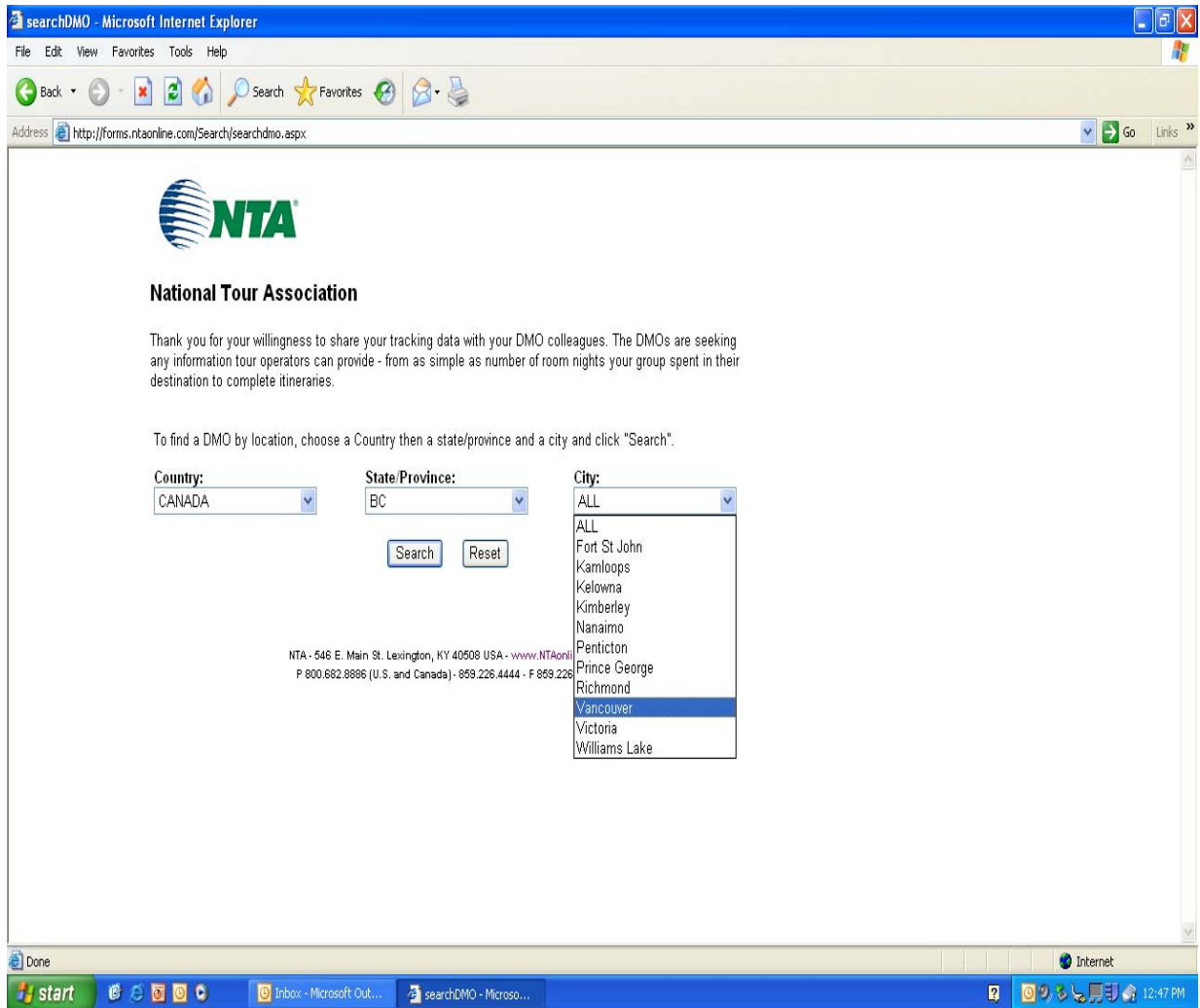


## Using NTA's ROI/Tracking E-mail System as easy as 1, 2, 3

The headline says it all. Operators now have the easiest way possible to communicate to you partner DMOs when you've included their destination in an itinerary. Just follow these easy steps and, as quick as that, you've helped an NTA colleague continue to offer you their outstanding services.

**Step 1:** Upon logging in to the system (a quick link can be found at the bottom of the NTA online home page) just select the country, state or province and city you want to look up.




searchDMO - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print

Address <http://forms.ntaonline.com/Search/searchdmo.aspx> Go Links

  
**National Tour Association**

Thank you for your willingness to share your tracking data with your DMO colleagues. The DMOs are seeking any information tour operators can provide - from as simple as number of room nights your group spent in their destination to complete itineraries.

To find a DMO by location, choose a Country then a state/province and a city and click "Search".

Country: CANADA State/Province: BC City: ALL

Search Reset

NTA - 546 E. Main St. Lexington, KY 40508 USA - [www.NTAonline.com](http://www.NTAonline.com)  
P 800.682.8886 (U.S. and Canada) - 859.226.4444 - F 859.226.4444

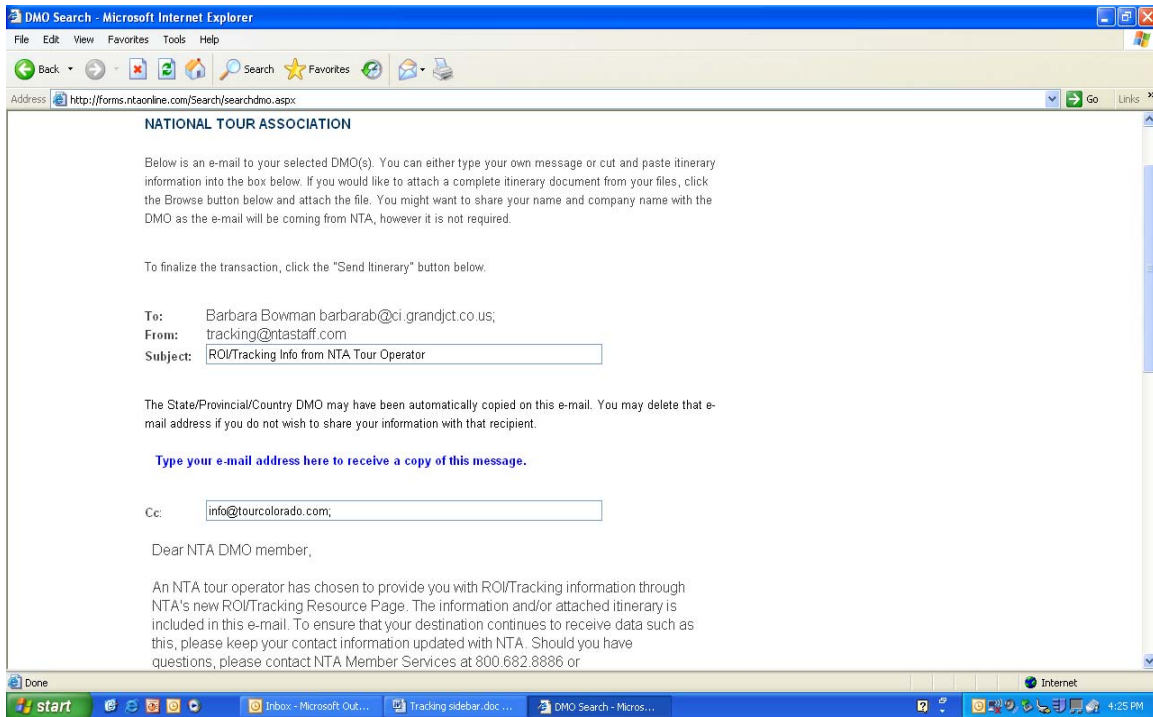
Done Internet

start Inbox - Microsoft Outlook searchDMO - Microsoft Internet Explorer 12:47 PM

**Step 2:** A list of DMO members who meet the selection criteria will appear. You can check as many DMOs from that list as you require. Once everything is selected, just click on “Itinerary Setup” at the bottom of the page. *Useful Tip*—the state/provincial/country DMOs are highlighted in green on the search page and the system will automatically include that DMO in the “cc” box on any e-mail sent. However, if you wish, you can remove them from that field before you send the e-mail.

Send email	DMO Name	City	State	Country	Email	First	Last	Phone	State Dmo
<input type="checkbox"/>	Colorado Springs CVB	Colorado Springs	CO	USA	bettyjo@visitcos.com	Betty Jo	Cardona	719.635.7506	N
<input type="checkbox"/>	City of Cripple Creek	Cripple Creek	CO	USA	mepler@cripple-creek.co.us	Melissa	Epler	719.492.7512	N
<input type="checkbox"/>	Denver Metro Convention & Visitors	Denver	CO	USA	ksullenberger@visitdenver.com	Kasia	Budek-Sullenberger	303.571.9446	N
<input type="checkbox"/>	Black Hawk/Central City Visitors &	Denver	CO	USA	jlah@visitbhcc.com	Joanne	Lah	303.282.8800	N
<input type="checkbox"/>	Durango Area Tourism Office	Durango	CO	USA	john@durango.org	John	Cohen	970.247.3500	N
<input type="checkbox"/>	<b>Tour Colorado</b>	<b>Englewood</b>	<b>CO</b>	<b>USA</b>	<b>info@tourcolorado.com</b>	<b>Rachel</b>	<b>Solis</b>	<b>720.488.3600</b>	<b>Y</b>
<input type="checkbox"/>	Grand Junction Visitor & Convention	Grand Junction	CO	USA	barbarab@ci.grandjct.co.us	Barbara	Bowman	970.244.1460	N
<input type="checkbox"/>	Pikes Peak Country Attractions	Manitou Springs	CO	USA	ppcaa@pikes-peak.com	Michele	Carvell	719.685.5894	N
<input type="checkbox"/>	Pagosa Springs Visitors Bureau	Pagosa Springs	CO	USA	dcalderon@centurytel.net	Dianne	Calderon	970.731.0921	N

**Step 3:** An e-mail message will automatically open. You can include your own e-mail address in the “cc” box, to ensure that you receive a copy of what was sent.



You can also include your name, company, address and phone so the receiving DMO knows who to thank for the great information. If you want, you can put all of the information into the text of the e-mail, browse for a copy of an itinerary and attach it, or both. When you're happy with your message, click the “Send Itinerary” at the bottom and you're done.

