



IDSS USER GUIDE

# THE SPORTS TOURISM INDEX™ + SCOUT DMO OVERVIEW



# LET'S GET STARTED - EXISTING USERS

## ACTIVE ACCOUNT

Click "Log In", enter email address and password.

To Log into Scout - <https://sportstourismindex.com>



# LET'S GET STARTED - EXISTING USERS

To Log into Scout - <https://sportstourismindex.com>

Log In

Email

Password

LOG IN

Forgot password?

By clicking log in you are agreeing to the *Terms of Use and Privacy Policy.*

## ACTIVE ACCOUNT; NEW USER

If a new user is under an active CVB/DMO account, enter email address and enter Password. Select "Forgot Password" if reset is needed.

# LET'S GET STARTED - NEW USERS

To Log into Scout - <https://sportstourismindex.com>

## NEW ACCOUNT

Click "Sign Up" and follow steps to upload your organization/contact info



# LET'S GET STARTED - NEW USERS

## ORGANIZATION

Select "DMO" from the dropdown option here

### Organization

Organization

DMO (CVB/Sports Commission)

Address

City

State

Zip Code

Did you complete the initial version of the Sports Tourism Index? **No**

Logo

Upload Organization's Logo



I understand and agree to the *Terms of Use* and *Privacy Policy*.

SIGN UP

All inputs are required.

### Primary Contact

First Name

Last Name

Title

Email

Phone Number

Create Password

### Access Subscription

All-Access

Affiliate Code

FA

LA

AA

## ACCESS

Select "All Access" from the dropdown options

## FINAL STEP

Check box for *Terms of Use* and then click "SIGN UP"

# SPORTS TOURISM INDEX AT A GLANCE

## SUPPORT RESOURCES

Click the "Need Help?" button to access the Quick Start Guide. From there the user can access the Index 101 Guide

The screenshot shows the user interface for the Sports Tourism Index. On the left is a dark blue sidebar with navigation buttons: PROFILE, DATA INPUT, DASHBOARD, RANKINGS, DESIGNATIONS, LIBRARY, SCOUT, SAVED EVENTS, RIGHTS HOLDERS, and SPEND CALC. The main content area is white and features a header with a "NEED HELP?" button (highlighted with a red box) and a "LOG OUT" button. Below the header is a profile card for "Anytown USA CVB" with a gear icon in the top right. The profile card includes the "Anytown" logo, the title "Primary Contact" for Eric Olson, Director of Sports, and an "AA" All-Access badge with a renewal date of 12/31/23. It also notes "Your Client Manager: Kevin De Lange". Below the profile card are two expandable sections: "About Your Organization" and "About Your Destination", each with a right-pointing chevron. At the bottom is a "Facility Notifications" section with a table. The table has columns for Organization, Facility Name, Facility Type, Date, and Total Saves (0). A "Facility Name" dropdown menu is visible on the right side of the table.

**SPORTS TOURISM INDEX**

PROFILE  
DATA INPUT  
DASHBOARD  
RANKINGS  
DESIGNATIONS  
LIBRARY  
SCOUT  
SAVED EVENTS  
RIGHTS HOLDERS  
SPEND CALC

**NEED HELP?** **LOG OUT**

**Anytown USA CVB**

**Primary Contact**  
Eric Olson  
Director of Sports

**AA** All-Access  
Renewal Date: 12/31/23

Your Client Manager: Kevin De Lange

About Your Organization >

About Your Destination >

**Facility Notifications** **Total Saves: 0** Facility Name ▾

Organization	Facility Name	Facility Type	Date	Total Saves: 0
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