

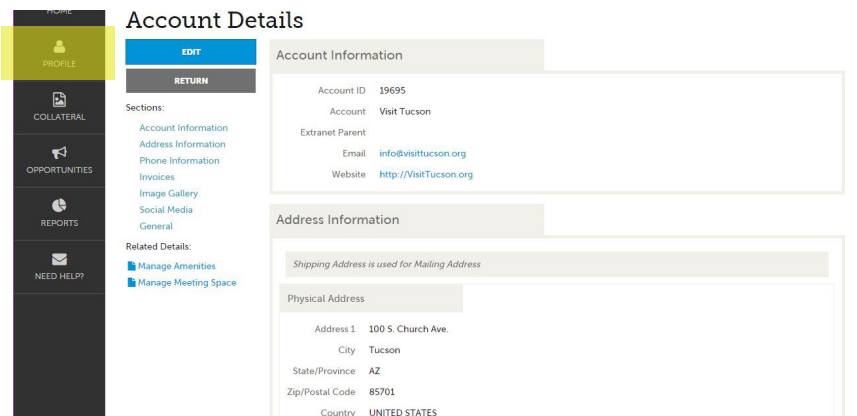
Elevate Your Presence on VisitTucson.org

Here's what you can do to elevate your business or organization's presence and help attract potential customers on VisitTucson.org. From the Partner Extranet homepage, use these tips to manage your Profile and your Collateral, including Listings, Calendar of Events listings, Offers and Media.

In all sections, when adding or changing a website address, use the full URL, including the http:// prefix.

Profile

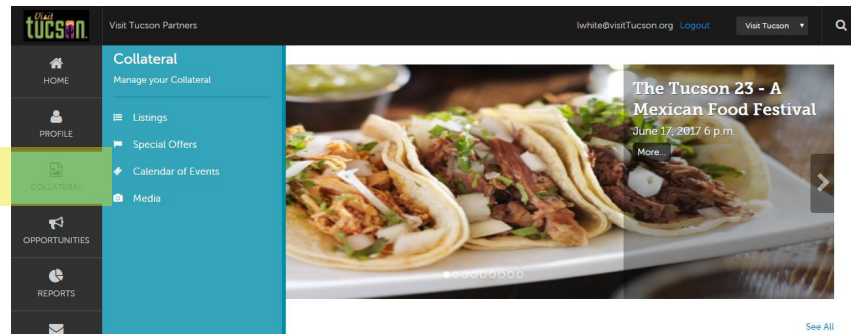
Click on **Profile** to manage your **Accounts** and **Contacts** details. Add or make edits to your location, contacts, links to your social media channels, and Google map location. Carefully review and select applicable options from the **Amenities** and **Meeting Space** lists - this data might be copied for Visit Tucson guides or brochures and will definitely be used by our Convention Services team when they're contacted by meeting planners.



The screenshot shows the 'Account Details' page. On the left is a navigation menu with 'PROFILE' highlighted. The main content area has 'EDIT' and 'RETURN' buttons. Below these are sections for 'Account Information' (Account ID: 19695, Account: Visit Tucson, Extranet Parent, Email: info@visittucson.org, Website: http://visittucson.org), 'Address Information' (Shipping Address is used for Mailing Address, Physical Address: 100 S. Church Ave., Tucson, AZ, 85701, UNITED STATES), and 'Related Details' (Manage Amenities, Manage Meeting Space).

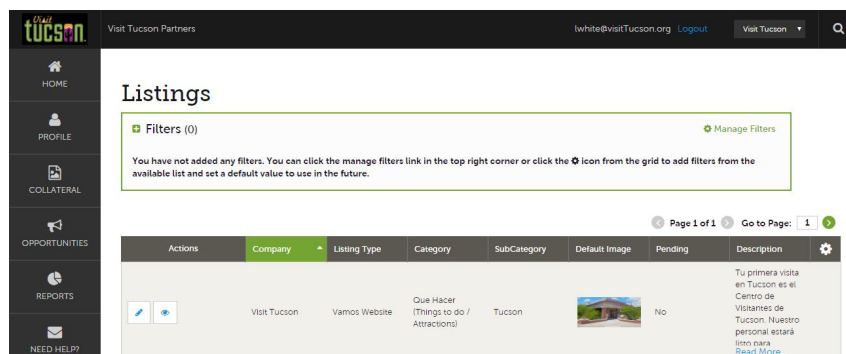
Collateral

Click on **Collateral** to manage your **Listings**, **Calendar of Events**, **Offers**, and **Media**.



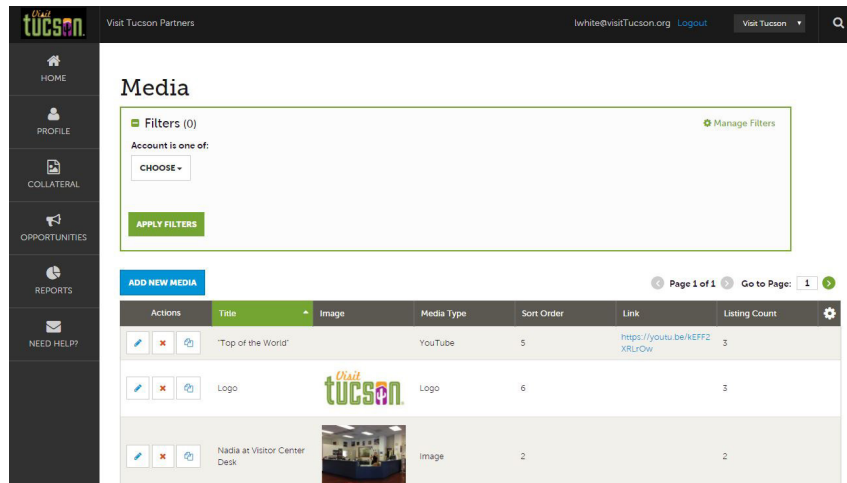
The screenshot shows the 'Collateral' management page. The left sidebar has 'Collateral' highlighted. The main content area features a large banner for 'The Tucson 23 - A Mexican Food Festival' on June 17, 2017. Below the banner is a 'See All' link.

Click **Listings**, add to or update the 100-word description and other details that appear on your Partner listing/mini web page on VisitTucson.org. Under **Website Notifications**, you can add your email and request notification when website users view your listings.

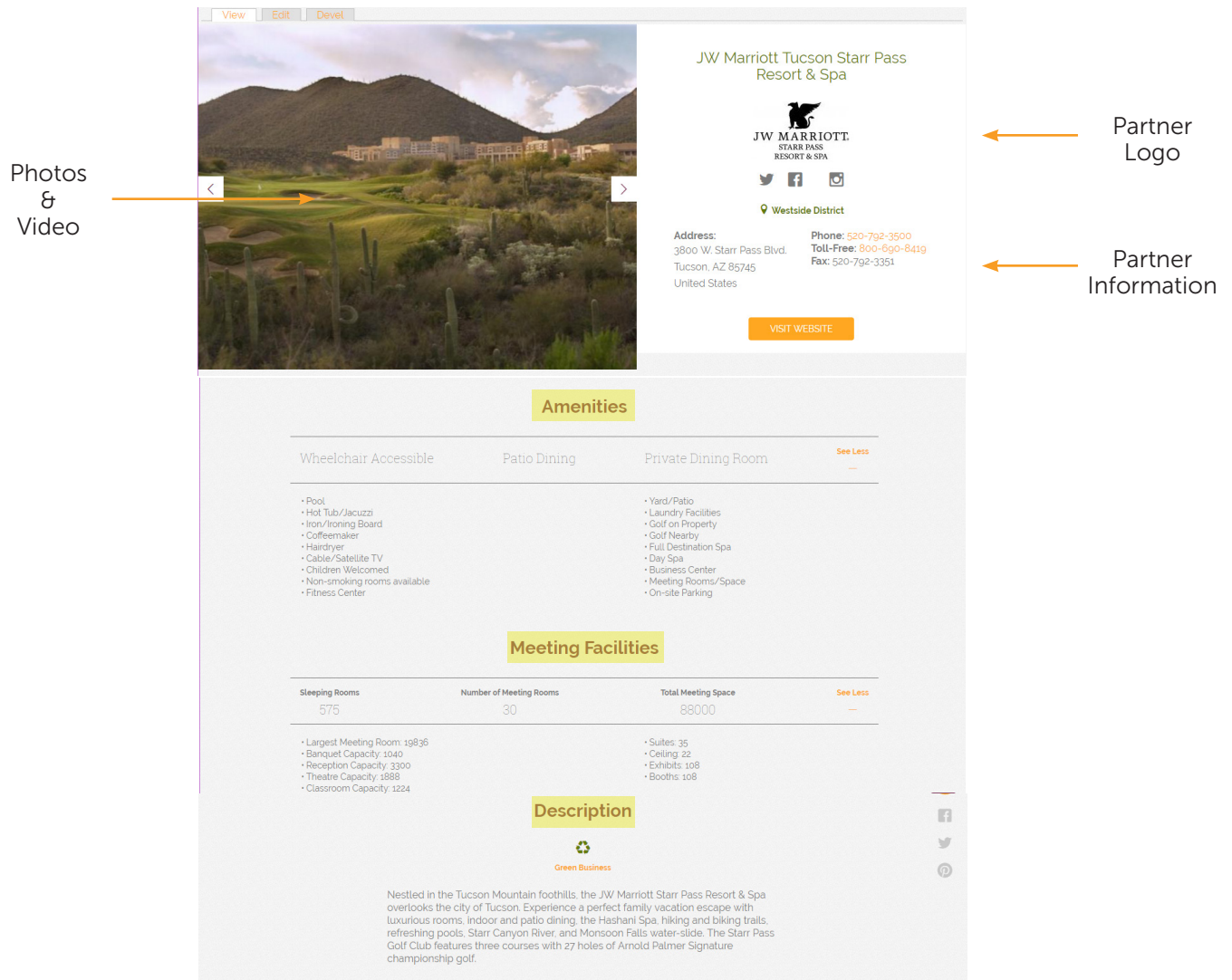


The screenshot shows the 'Listings' management page. The left sidebar has 'Collateral' highlighted. The main content area has a 'Listings' header, a 'Filters (0)' section with a 'Manage Filters' link, and a table of listings. The table has columns for Actions, Company, Listing Type, Category, SubCategory, Default Image, Pending, and Description. One listing is visible: Visit Tucson, Vamos Website, Que Hacer (Things to do / Attractions), Tucson, with a default image and a 'No' status in the Pending column.

Click **Media** to add your logo, images, and a link to your 3-minute YouTube video (subject to Partnership level,) all of which displays on your Partner listing/mini web page. For guidelines, see the Image Best Practices PDF, also located in Partner Bulletins.

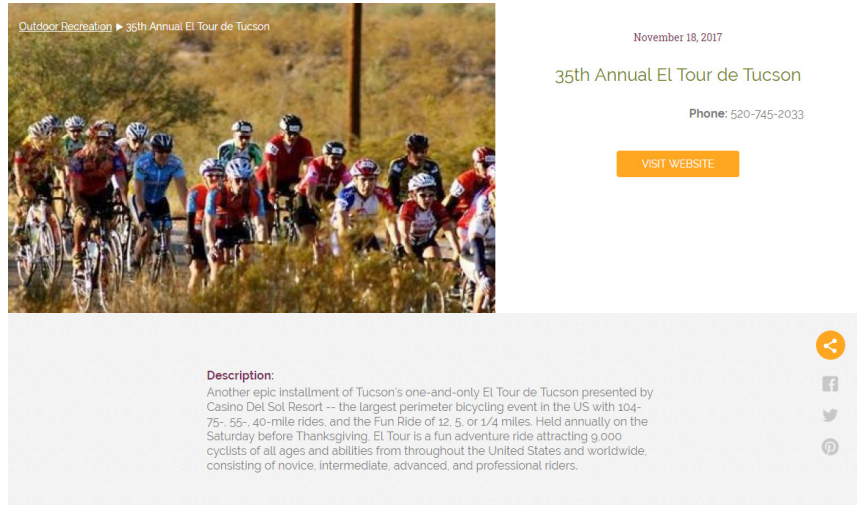


Once entered and uploaded, the elements of your Partner listing/mini web page on VisitTucson.org will look like this:



Calendar of Events

The **Calendar of Events** on VisitTucson.org is for events open to the public and of interest to visitors. Submitted events are reviewed and edited by staff. Approval is not guaranteed, but Partner-submitted events get extra consideration.



Outdoor Recreation ▶ 35th Annual El Tour de Tucson

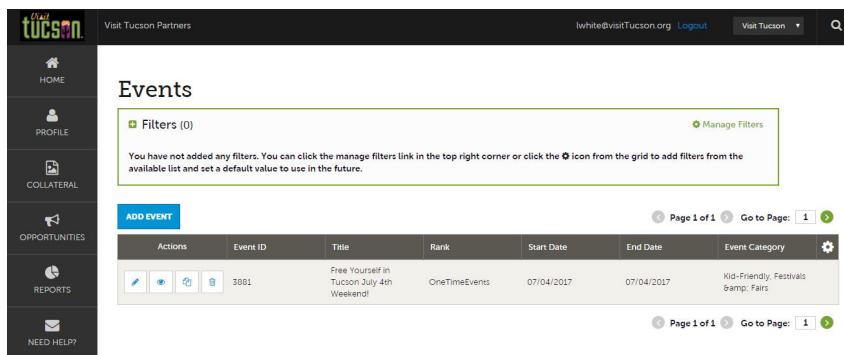
November 18, 2017

35th Annual El Tour de Tucson

Phone: 520-745-2033

VISIT WEBSITE

Description:
Another epic installment of Tucson's one-and-only El Tour de Tucson presented by Casino Del Sol Resort -- the largest perimeter bicycling event in the US with 104-75-, 55-, 40-mile rides, and the Fun Ride of 12.5, or 1/4 miles. Held annually on the Saturday before Thanksgiving, El Tour is a fun adventure ride attracting 9,000 cyclists of all ages and abilities from throughout the United States and worldwide, consisting of novice, intermediate, advanced, and professional riders.



Visit Tucson Partners

white@visittucson.org Logout Visit Tucson

Events

Filters (0) Manage Filters

You have not added any filters. You can click the manage filters link in the top right corner or click the icon from the grid to add filters from the available list and set a default value to use in the future.

ADD EVENT Page 1 of 1 Go to Page: 1

Actions	Event ID	Title	Rank	Start Date	End Date	Event Category
	3881	Free Yourself in Tucson July 4th Weekend!	OneTimeEvents	07/04/2017	07/04/2017	Kid-Friendly, Festivals & Fairs

Page 1 of 1 Go to Page: 1

To submit an event, click on **Add Event** and fill in required fields (in red typeface) and all other applicable details. If unsure which **Rank** option to select, opt for **OneTimeEvents**. An Ongoing event is rare (example is a weekly gallery tour with no "end date"). Add admission prices and event times only if they'll not change; website or Facebook links with event information; photos for impact (see Image Selection Tips, below.)

Image Selection Tips

Photos must be high-resolution, horizontal layout, with uncluttered composition in .jpg (photos) or .png (logos) format. All images must be titled to include your business or organization's name and/or keywords identifying the scene or subject. When changing or resizing an existing photo, always label the new photo with a different name.

The file size of an image is the easiest way to determine how a photo will display, in most cases. Images with a file size below 500kb are usually too small to be used in medium-to-large formats on the web. For best results on VisitTucson.org, do not upload images with a file size of smaller than 500kb. **Images with a file size between 500kb - 2MB are ideal.** A photo in this range will ensure the image will look sharp. Images with a file size of above 4MB are not recommended. These guidelines do not strictly apply to logo files; use the largest logo file you have without going over 4MB.

Review Your Updates

Review your updated content on VisitTucson.org after allowing time for the pages to refresh. Our website updates every night at 3 am so check back the next day to see your changes. Return to the Partner Extranet if corrections are needed. While logged in to the Partner Extranet, why not check out all the opportunities for making the most of your Visit Tucson Partnership?

Need more help? Contact partners@visittucson.org.