



WELCOME TO VISIT ADDISON CONNECT

You're all set up on Visit Addison Connect, your go-to portal for promoting your business and staying in the know on everything happening in Addison.

You should have received an email from visitaddison@addisontx.gov with a temporary password. If it didn't come through, just let us know, and we'll resend it. (Check your spam folder too!)

AS A QUICK REMINDER:

Through Visit Addison Connect, you can:

- Add events to our website's event calendar (which is promoted on our @VisitAddison socials)
- Update your business listing (menus, Yelp review enable/disable, hours, photos, and special promotions).
- Access partner resources and important updates from our team.
- Stay informed about events and initiatives happening in Addison.

HOW TO NAVIGATE VISIT ADDISON CONNECT:

- Head to the **Partner Login** tab at the bottom of the Visit Addison website. We suggest bookmarking this tab.
- Log in with your email and temporary password.
- Once logged in, reference the steps below:

The screenshot shows the Visit Addison Connect portal. On the left is a dark sidebar with a 'Collateral' menu. The main content area is light blue. Two yellow arrows point from text boxes to the 'Special Offers' and 'Calendar of Events' links in the sidebar.

1. TO ADD SPECIALS:
Collateral (Left-side Panel) > Specials Offers > Add Offer

A special is a **limited-time offer, discount, or added perk** that guests can redeem **without attending at a specific time.**

2. TO ADD AN EVENT:
Collateral (Left-side Panel) > Calendar of Events > Add Event

An event is a scheduled experience with a **specific date and time** that **guests attend or participate in.**

TIP: If it saves money, it's a special. If it goes on a calendar, it's an event. When in doubt, ask the Visit Addison team!

Access the Visit Addison Connect Portal [here](#).

Need another account? Request one [here](#).



VISIT ADDISON CONNECT TRAINING VIDEOS

Are you new to the partner extranet or just need a refresher? These videos will walk you through updating your business's listing information, events, and specials.

EVENTS & SPECIAL OFFERS:

<https://youtu.be/22DlxO874B4> - Adding/Updating Events

<https://youtu.be/9N7VqocmVnw> - Adding/Updating Special Offers

ACCOUNT & BUSINESS LISTING:

<https://youtu.be/bHRQLHXb23s> - Profile Accounts

Review & update the core details about your business, including phone numbers, addresses, amenities/policies, etc.

<https://youtu.be/W7fAnNNfBE> - Profile Contacts

It's vital that Visit Addison has someone to contact your business in different situations. The contacts section will let you share staffing updates.

<https://youtu.be/NSlT0YTSqGI> - Updating Your Business Listing

A listing is the content about your business that is displayed on your Visit Addison's website. This can include core details (address/phone/etc) about your business & a thorough description that you can update regularly. This video will show you how to add or update your business listing.

<https://youtu.be/SBvYkJ-Nuts> - Your Business Media (Photos/Videos/URL's)

An easy way to provide Visit Addison with imagery, logos & videos that would be used to market your business. Upload high-resolution images & videos using this simple tool.