



**Visit Fort Worth**  
**111 W. 4th Street | Suite 200 | Fort Worth, Texas**  
**76102-3951**

**Partner Portal Instructions**  
**Partner Collateral**  
**(Special Offers)**

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### Viewing Your Member Collateral:

Click on the **Collateral Icon** on the left side navigation panel. This will display the details on file for your Partner account with Visit Fort Worth.

**IMPORTANT NOTE:** Any edits or adding of Listings, Special Offers, Calendar of Events and/or Media will require approval from the Bureau. Upon saving your updates, the Bureau will be notified of your changes/additions

### Special Offers

This feature provides partners the opportunity to create and update special offers (coupons) to be displayed on the website in association with their listings.

#### Offers

Actions	Offer Title	Redeem From	Redeem To	Post From	Post To	Pending
	20% Off Rooms Sunday through Thursday Nights	08/01/2015	08/31/2015	08/01/2015	08/31/2015	No

After you click the Collateral icon and then Special Offers, you will be presented with your property’s offers. The pencil icon will allow you to edit an existing offer. By clicking the eyeball icon, you can view the existing offer. The clone icon will allow you to duplicate an offer. You can also create a new offer by clicking the Add Offer button.

#### Update Offer

**SAVE**  
**CANCEL**

Sections:  
Offer Information  
Offer Image  
Offer Dates  
Offer Categories  
Offer Listings  
General

**Offer Information**

Account: **Required**  
Simpleview Hotel and Conference Center

Offer Title: **Required**  
20% Off Rooms Sunday through Thursday Nights

Offer Link:  
www.simpleviewinc.com

Offer Text:  
Get 20% Off Rooms Sunday through Thursday Nights in the month of August!

**Offer Image**

Offer Image:  
Hotel ( images2.jpg )

When you view, edit, or add an offer, you can quickly scroll to a section on the page by clicking the links of the left of the page. If you are viewing an offer, the button in the top left will say Edit. If you are editing an offer, the top left will display a Save button. *You must click the Save button before changes are applied!*