



Visit Fort Worth

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

Partner Portal Instructions Reviewing Reports

Reviewing Reports:

By clicking the **Reports** icon, displays reports the Bureau has posted. To view a report just click the name of the report.

The screenshot shows the Fort Worth CVB Partner Portal interface. On the left is a dark sidebar with navigation icons for HOME, PROFILE, COLLATERAL, OPPORTUNITIES, REPORTS (highlighted with a blue arrow), and ADMINISTRATION. The main content area features a header with the Fort Worth logo and 'Fort Worth CVB - Partner Portal'. Below this is a large image of a city skyline at night. The 'Reports' section is active, showing a 'Leads' heading and two report options: 'Convention Calendar' (with a description: 'List of leads being held for specified month and year.') and 'RUR - Room Utilization Report' (with a description: 'Breakdown by month of rooms per account in the selected date range.').

1. Convention Calendar

The Convention Calendar lists any leads being held for a specific month and year.

Convention Calendar

The screenshot displays the 'Convention Calendar' report interface. At the top, there is a filter for 'Arrival Date Range' with input fields for '08/01/2016' and '08/31/2016', and buttons for 'APPLY FILTERS' and 'CLEAR FILTERS'. Below the filter are four navigation buttons: 'PRINT', 'PRINT TO PDF', 'EXPORT REPORT', and 'RETURN TO REPORT MENU'. The main content is a table with the following data:

09-Aug-16			
August 01, 2016 - August 31, 2016			
Jul 27 - 31	Texas Transplantation Society 2016 Annual Convention Laurie Reece - Executive Director 11517 Brandon Park Trail Austin, TX 78750 Phone: (512) 961-6532 Email: reecej@gmail.com	Date Booked: Room Nights: Peak Rooms: Attendance: HQ Hotel:	12/30/2015 275 100 225 Hilton Fort Worth
Jul 29 - 1	Texas Propane Gas Association 2016 Convention and Tradeshow Debbie Simpson - Meetings Coordinator 8408 N. IH 35 Austin, TX 78753 Phone: (512) 836-8620 Fax: (512) 834-0758 Email: dsimpson@txpropane.com	Date Booked: Room Nights: Peak Rooms: Attendance: HQ Hotel:	07/20/2015 524 200 300 Omni Fort Worth Hotel

You can adjust the arrival date range to a date range you would like to see. Once applying the filter, you will get a new report. You can print and/or export into PDF/Excel.

To get back to the report menu, select the "Return to Report Menu" button.

2. RUR – Room Utilization Report

The RUR report will give you a breakdown by month of rooms per account in the selected date range.

RUR - Room Utilization Report

Date Range: to
 Peak Room:
 Confidential is:

DEFINITES			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Acc
Account	FWCC	Sales Serv	8/1	8/2	8/3	8/4	8/5	8/6	8/7	8/8	8/9	8/10	8/11	8/12	8/13	8/14	8/15	8/16	8/17	8/18	8/19	8/20	8/21	8/22	8/23	8/24	8/25	8/26	8/27	8/28	8/29	8/30	8/31	Total	
Texas Propane Gas Association	Hall E-F, 103-105 breakout rooms	MW AM	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	24	
Confidential Group	---	DS PB	120	120	120	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	380		
Confidential Group	---	CH PB	15	15	15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	45		
The Drivers Incorporated	---	VD HH	15	15	75	135	140	140	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	520		
CareFusion Corporation	---	TB PB	0	63	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	67		
Confidential Group	---	NA RF AM	0	8	126	167	552	553	552	101	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,985		
Josten, Inc.	---	TB PB	0	0	0	29	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	29		
Outdoor Channel	---	JD KG	0	0	0	98	98	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	200		
Sigma Alpha Sorority	---	TB PB	0	0	0	3	53	48	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	106		
Tarrant County Democratic Womens Club	---	DS PB	0	0	0	0	45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	45		
Confidential Group	---	CH PB	0	0	0	0	15	50	15	50	15	10	15	16	15	16	15	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	282		
International Society of Horticulture	Blrm, B-F	HE HH	0	0	0	0	0	0	0	4	31	69	226	425	755	760	565	214	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,049		
Confidential Group	---	TB PB	0	0	0	0	0	0	0	0	0	0	0	0	0	65	65	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	130		
Swiss Re	---	AR PB	0	0	0	0	0	0	0	0	0	0	0	0	27	27	27	27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	108		
Confidential Group	---	DS PB	0	0	0	0	0	0	0	0	0	0	0	0	0	120	120	120	20	0	0	0	0	0	0	0	0	0	0	0	0	0	380		
Immucor	---	TB PB	0	0	0	0	0	0	0	0	0	0	0	0	13	55	115	115	5	0	0	0	0	0	0	0	0	0	0	0	0	0	303		
Litolt	---	AR PB	0	0	0	0	0	0	0	0	0	0	0	0	5	10	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25		
Robbery Investigators of Texas	---	MH HH	0	0	0	0	0	0	0	0	0	0	0	0	8	142	167	157	8	0	0	0	0	0	0	0	0	0	0	0	0	0	482		
Warehousing Education and Research Council	---	DDV AM	0	0	0	0	0	0	0	0	0	0	0	0	2	4	18	15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	39		
FAMILY AND SCHOOL REUNIONS	---	TB PB	0	0	0	0	0	0	0	0	0	0	0	0	0	5	20	20	20	0	0	0	0	0	0	0	0	0	0	0	0	0	65		
Brinker International	---	DDV HH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	77	241	241	2	0	0	0	0	0	566		
Institute of Electrical and Electronics Engineers	---	MH AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	300	300	300	300	0	0	0	0	0	0	1,200		
Confidential Group	---	CH PB	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15	15	15	0	0	0	0	0	0	45			
Nations Best Sports	Blrm, A-F	CH AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38	268	475	469	1,250		
Confidential Group	---	DS PB	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	120	120	360			
Define Day Totals	---	---	174	221	340	374	888	839	573	151	25	81	84	236	440	863	1,015	939	691	377	33	20	305	392	556	556	2	0	0	38	388	595	589	11,785	

LEADS			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Acc
Account	FWCC	Sales Serv	8/1	8/2	8/3	8/4	8/5	8/6	8/7	8/8	8/9	8/10	8/11	8/12	8/13	8/14	8/15	8/16	8/17	8/18	8/19	8/20	8/21	8/22	8/23	8/24	8/25	8/26	8/27	8/28	8/29	8/30	8/31	Total	
National Cutting Horse Association	---	JD	50	50	50	50	50	50	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	370	
United States Tennis Association	---	JD KG	15	13	12	12	12	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	83	
Executive Functions Management	---	NE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Young Life	---	VD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	35	35	0	0	0	0	0	0	0	70		
Verizon IndyCar Series	---	JD KG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
AB InBev	---	DDV	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15	175	0	0	0	0	0	190		
Sally Beauty Supply	---	MH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	28	0	0	38		
Lead Day Totals	---	---	65	63	62	62	62	57	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	35	35	15	175	0	10	28	0	751		

You can adjust the date range, change peak room nights and/or select confidential Y/N you would like to see. Once applying the filter, you will get a new report. You can print and/or export into PDF/Excel.

To get back to the report menu, select the "Return to Report Menu" button.

3. Pickup Report

The Pickup Report lists any leads missing pick-up information for the previous month to the current month for your hotel. Shows data for Meeting and Sports Sales.

Pickup Report

Date Range:	Pickup Entered is:	Event Type is:
05/01/2019 to 06/28/2019	No ▾	Both ▾
APPLY FILTERS	CLEAR FILTERS	

[PRINT](#) [RETURN TO REPORT MENU](#)

No Records Exist!

[PRINT](#) [RETURN TO REPORT MENU](#)

You can adjust the arrival date range to a date range you would like to see. Once applying the filter, you will get a new report. You can print the report.

To get back to the report menu, select the “Return to Report Menu” button.

4. STR Report

The STR Destination report is a report provided by STR and in the past had been emailed out to you on a monthly basis. Designated contacts at your hotel will have access to view this report. If there is anyone else that will need to see this, please reach out to the Visit Fort Worth Partner Portal administrator.

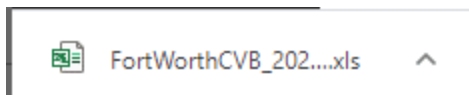
Only the most recent report will be uploaded (usually around the 18th of each month)

STR Report

[STR](#)

STR report for the month of February 2020

You can click on the “STR” and it will download the report as an Excel File.



To get back to the report menu, select the “Return to Report Menu” button.

5. FuturePace Report

The FuturePace Report has replaced the previous TAP report provided by The Knowland Group and in the past had been emailed out to you on a monthly basis. The FuturePace report will give you an overview of the Long-Term Pace as well as the 5-Year STYL Pace.

Designated contacts at your hotel will have access to view this report. If there is anyone else that will need to see this, please reach out to the Visit Fort Worth Partner Portal administrator.

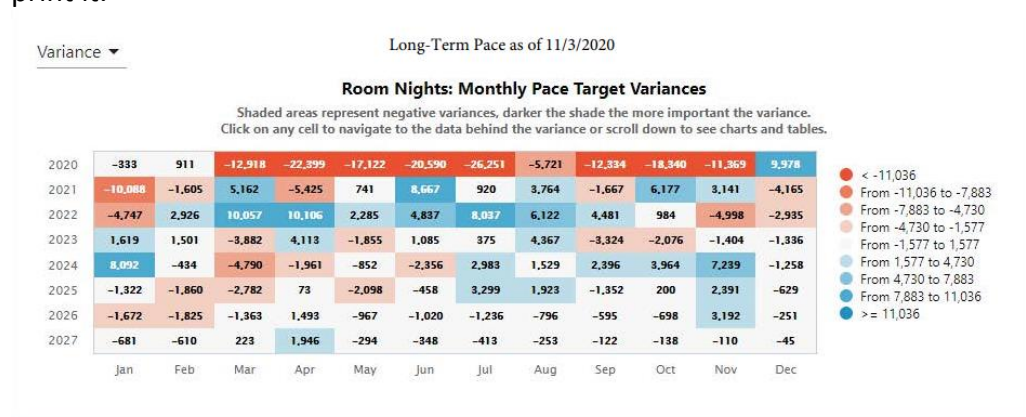
Only the most recent report will be uploaded (usually around the 5th of each month)

FuturePace (former TAP report)

[FuturePace_11.3.2020](#)

Visit Fort Worth FuturePace, as of November 3rd, 2020

You can click on the “FuturePace Report_date” and it will download the report as a PDF file or print it.



5-Year STYL Pace as of 11/3/2020

STYL - Room Nights

Year	OTB			Cancelled			Tentative			Lost		
	Room Nights	STLY	Variance	Room Nights	STLY	Variance	Room Nights	STLY	Variance	Room Nights	STLY	Variance
2020	96,740	230,361	↓ -58%	194,464	21,135	↑ 820%	4,164	19,549	↓ -79%	1,566,110	1,343,724	↑ 17%
2021	170,566	190,539	↓ -10%	10,765	22,936	↓ -53%	63,918	184,059	↓ -65%	1,122,459	1,181,425	↓ -5%
2022	145,694	142,189	↑ 2%	0	0	-	77,624	124,993	↓ -38%	702,566	756,599	↓ -7%
2023	72,941	113,033	↓ -35%	0	0	-	96,561	163,401	↓ -41%	441,924	509,361	↓ -13%
2024	62,891	54,443	↑ 16%	0	0	-	78,479	139,872	↓ -44%	302,342	268,257	↑ 13%

To get back to the report menu, select the “Return to Report Menu” button.