



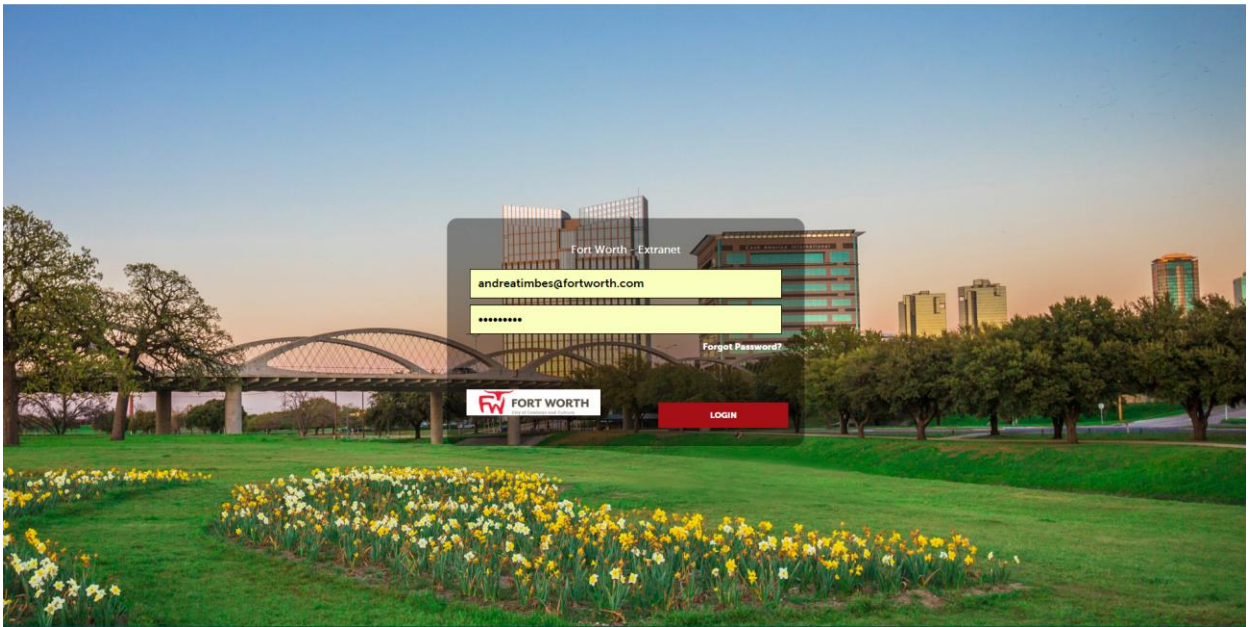
**Visit Fort Worth**  
**111 W. 4th Street | Suite 200 | Fort Worth, Texas 76102-3951**

**Partner Portal**  
**Instructions**  
**Logging In/Getting Started**

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## Logging In:

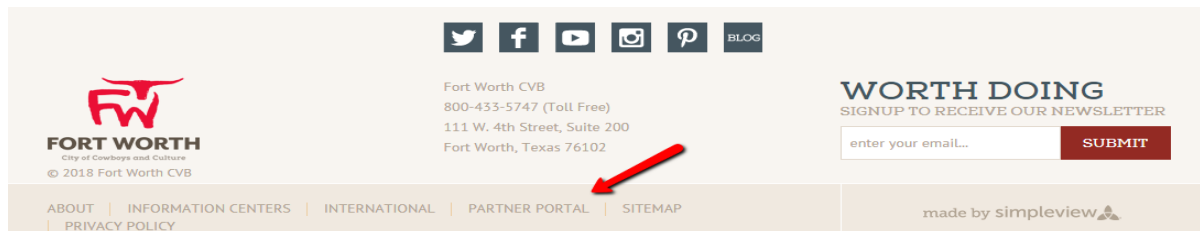
1. You will be sent an email from Visit Fort Worth with the link and a temporary password.
2. Click on the link, which will take you to an “CRM Partner Portal Login” screen.
  - a. Your username is your full e-mail address.
  - b. Your password is the temporary password that was e-mailed to you.
3. You will be asked to change your password to one of your preference.
4. Click on the “Forgot Password?” link if you need to reset your password.



## Logging in from the website:

To access the Partner Portal from the Visit Fort Worth website :

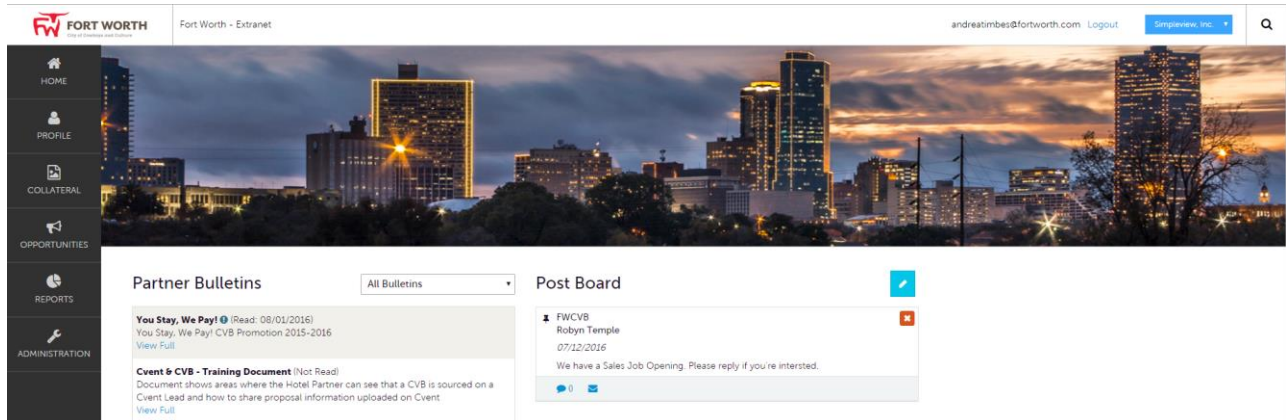
1. Click on the “Partner Portal” in the footer of the website



2. This will take you to the login page (as shown image above)

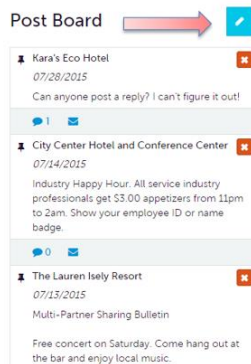
## Getting Started

Once you have logged into the Partner Portal; depending on your level of access you will be able to view your account information and contact information, view and respond to leads and service requests, submit Events, order Visit Fort Worth resource material, view Reports and review Partner Bulletins.



## Post Board

**Post Board** allows a user to communicate with other properties within their destination. Clicking on the caption bubble icon allows a user to reply to a post. There is also an email icon for contacting the poster via email.



## Partner Bulletins

**Partner Bulletins** are important notices, documentation, events, etc. posted by Visit Fort Worth. Important bulletins will be marked with a blue and white exclamation mark.

These messages are sorted into categories and any attachments can be opened by clicking on the paperclip in the message.

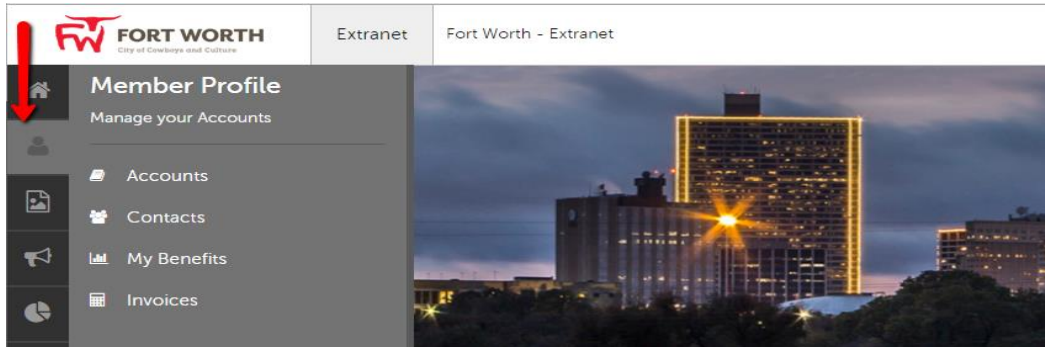


To see an expanded version of any message simply click on the **"View Full"** icon.

## Member Profile

Clicking the **Member Profile** icon displays a property's information, such as Contacts, Account details and information about interaction with Visit Fort Worth (same as the See All link in the "At A Glance" section), in addition to invoices sent by Visit Fort Worth.

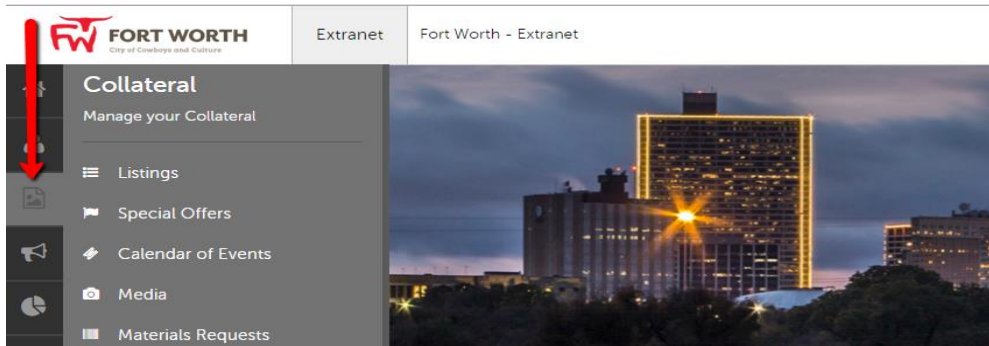
**Note:** Some of these options are just view and/or edit and/or add.



## Collateral

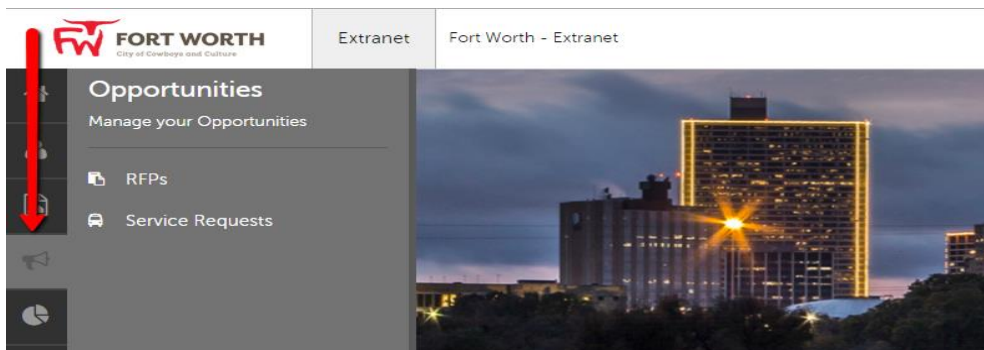
Clicking the **Collateral** icon, displays options for listings, special offers, calendar of events, media (i.e. images), and materials request from the Bureau.

**Note:** Some of these options are just view and/or edit and/or add.



## Opportunities

Clicking the **Opportunities** icon, displays options for RFPs sent by Visit Fort Worth. Opportunities are separated into RFPs (Meeting and Tour Leads) and Service Requests (non-room specific RFPs).



## Reports

By clicking the **Reports** icon, displays reports the Bureau has posted. To access a report simply click on the report name and it will open.

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# Reports

## Leads

### Convention Calendar

List of leads being held for specified month and year.

### RUR - Room Utilization Report

Breakdown by month of rooms per account in the selected date range

## Click Here to Contact Us

Clicking on the “**Click Here to Contact Us**” button in the left side navigation menu will open up an email in Outlook/Gmail, addressed to the current Visit Fort Worth system administrator.

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- HOME
- PROFILE
- COLLATERAL
- OPPORTUNITIES
- REPORTS
- CLICK HERE TO CONTACT US

Partner Portal Assistance

File Message Insert Options Format Text Review Help ADOBE PDF Tell me what you want to do

To... andreatmbes@fortworth.com

CC...

Bcc...

Subject Partner Portal Assistance Request