

THE PARTNER PORTAL HOW TO GUIDE

DESTINATION
TORONTO



GETTING STARTED

ACCESSING AND LOGGING INTO THE PARTNER PORTAL

1

SIGNING IN

To access The Partner Portal login, visit [Destination Toronto's Content hub](#), scroll to the bottom of the page and click on the [Partner Sign In](#) link.

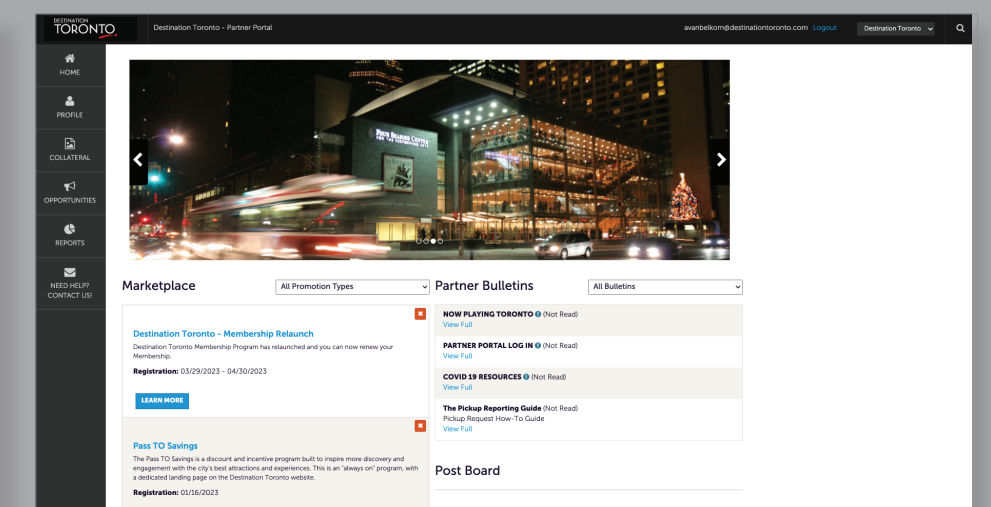
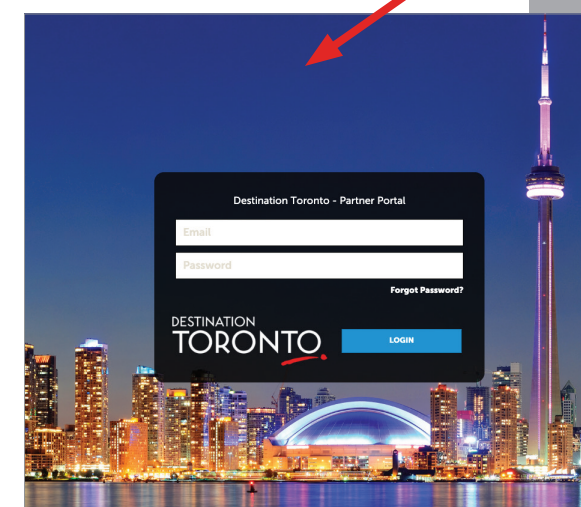
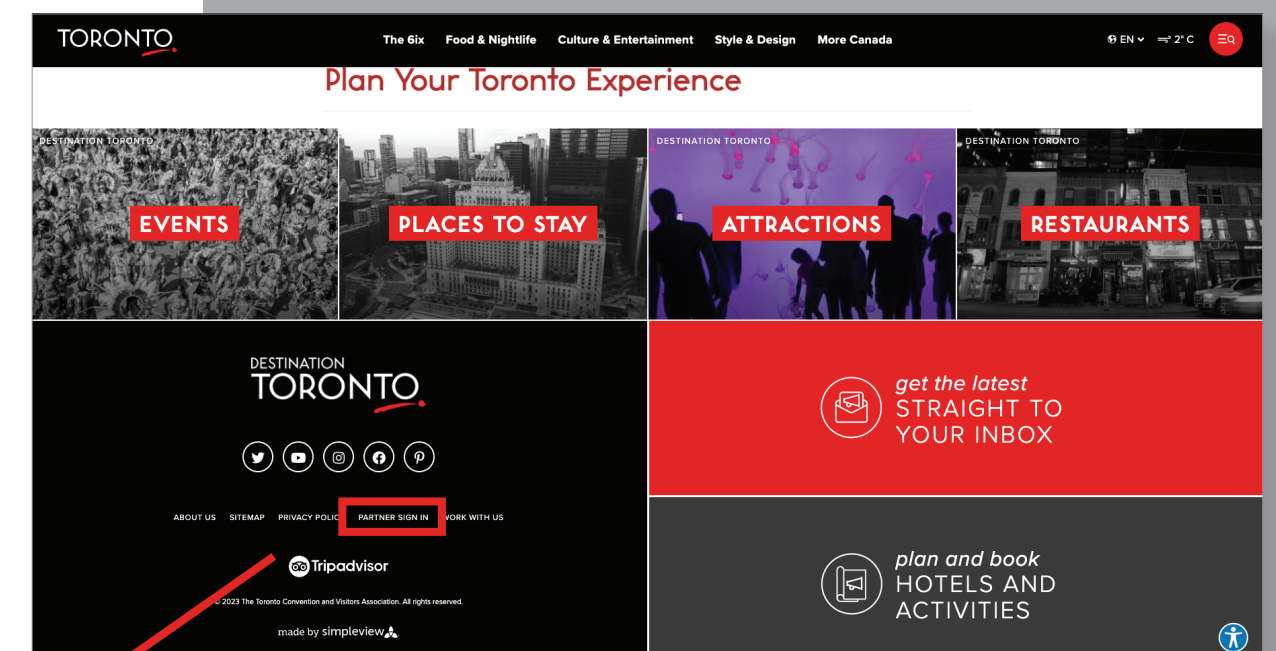
This will take you to the login screen where you'll be prompted to enter your email and password.

- If you don't have a password, please contact our Memberships Team.
- If you've forgotten your password, click **Forgot Password**. A new temporary password will be emailed to you from Destination Toronto prompting you to reset upon login.

2

THE PARTNER PORTAL MAIN PAGE

Here you will find links to resources for all business types.

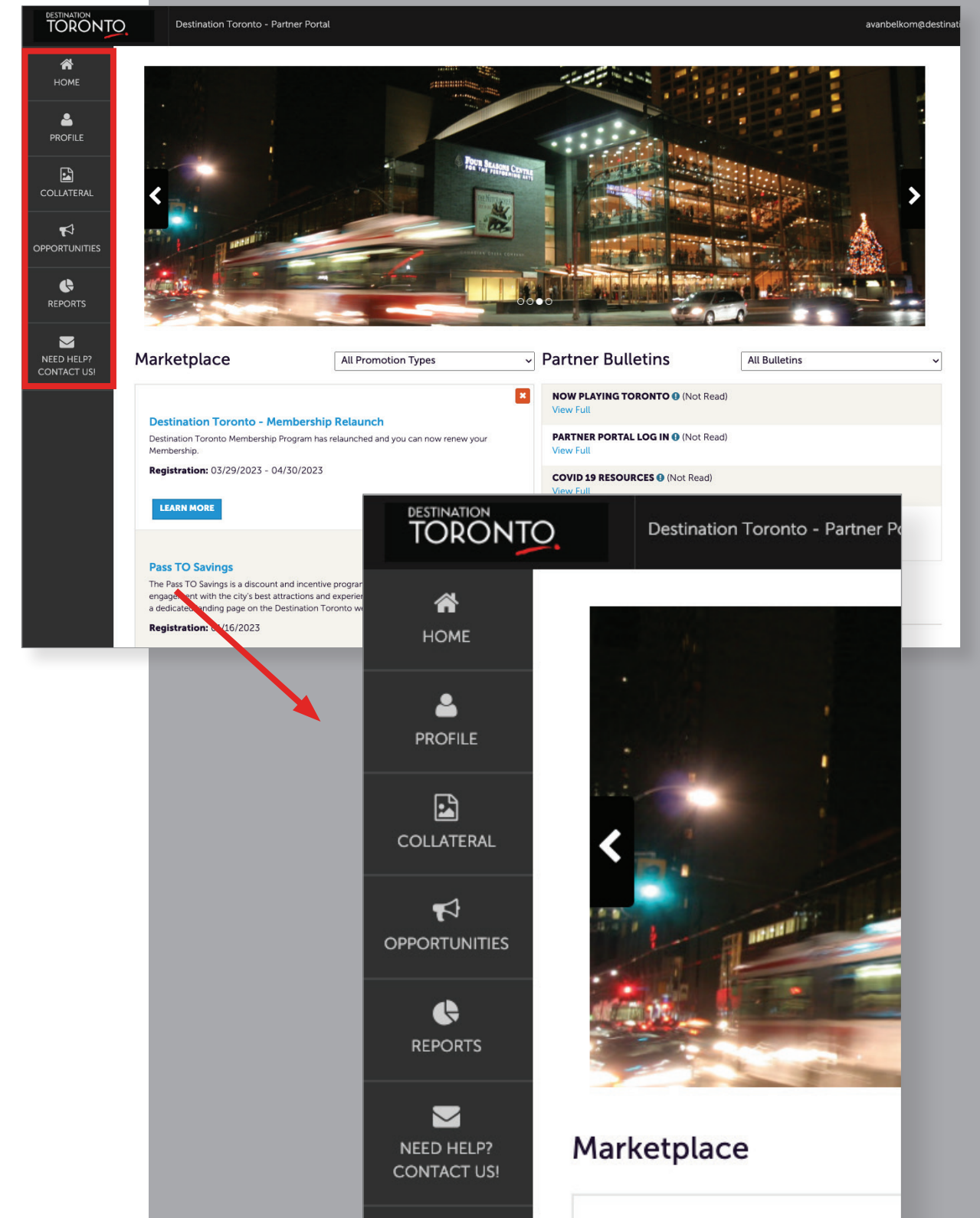


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MENU FUNCTIONS

The menu functions are located on the left navigation menu. Each section allows you to edit your details:

- **Profile:** Manage Account and Contact details. View and pay your membership fee Invoice (where applicable).
- **Collateral:** Update your Listing and Media on your DestinationToronto.com profile.
- **Opportunities:** Respond to Global Sales and Services Booking Notices (members only).
- **Reports:** Access the Confidential Convention List (CCL) and other membership benefit documents.



UPDATING CONTENT

EASILY REVIEW AND UPDATE YOUR ACCOUNT CONTENT

1

Select the page you wish to work on and click on the **pencil icon** in the **Actions** column. This will allow you to edit and update your account content.

- The **pencil icon** is the edit button.
- The **eye icon** is the view-only button.
- The **dropdown icon** allows you to provide your business amenities and meeting space specs (where applicable - refer to the Adding Amenities and Meeting Space Specs Guidelines).

Note: Remember to click **save** in the top left corner when you make updates.

LISTINGS

In The Partner Portal, using the **Menu Functions**, click on **Collateral**, then **Listings**.

- Click the **pencil icon** beside the listing to edit.
- Edit your listing information in the large description box.

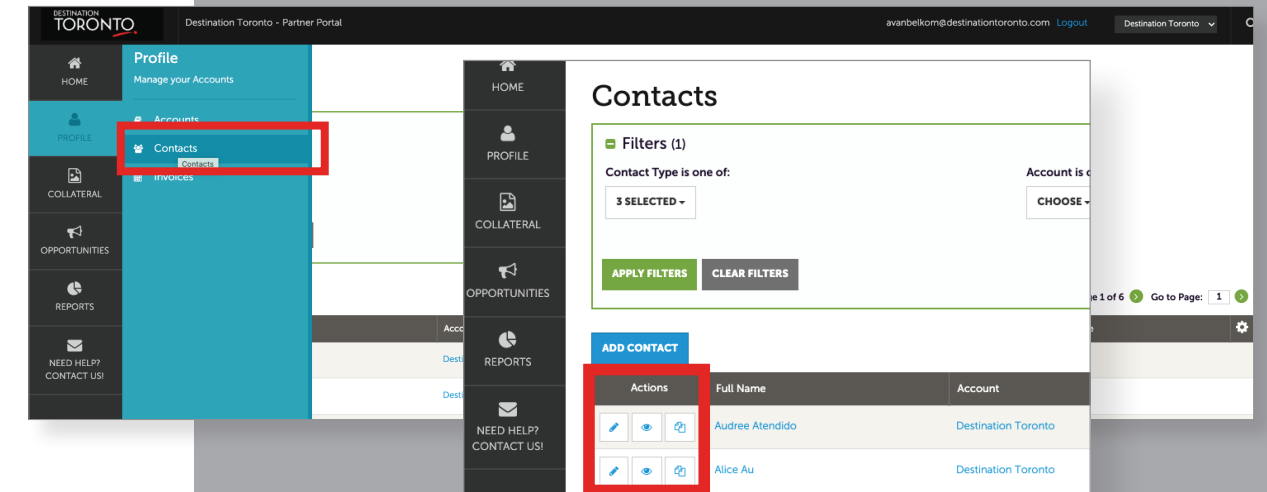
The image displays two screenshots of the Destination Toronto Partner Portal. The top screenshot shows the 'Accounts' page with a table of accounts. A red box highlights the 'Actions' column for an account, which contains a pencil icon, an eye icon, and a dropdown icon. A red arrow points from this box to a callout showing the 'Actions' menu with the pencil icon selected. To the right, a 'Update Account' modal is shown with a red box around the 'SAVE' button. The bottom screenshot shows the 'Collateral' page with a table of listings. A red box highlights the 'Actions' column for a listing, which contains a pencil icon, an eye icon, and a dropdown icon. A red arrow points from this box to a callout showing the 'Actions' menu with the pencil icon selected.

2

CONTACT INFORMATION

In The Partner Portal, using the **Menu Fuctions**, click on **Profile**, then **Contacts**.

- All of the contacts in your account will be displayed.
- Use the **pencil icon** to edit or update each contact line and the **eye icon** to view.
- Use the **duplicate-page icon** to clone an existing contact.



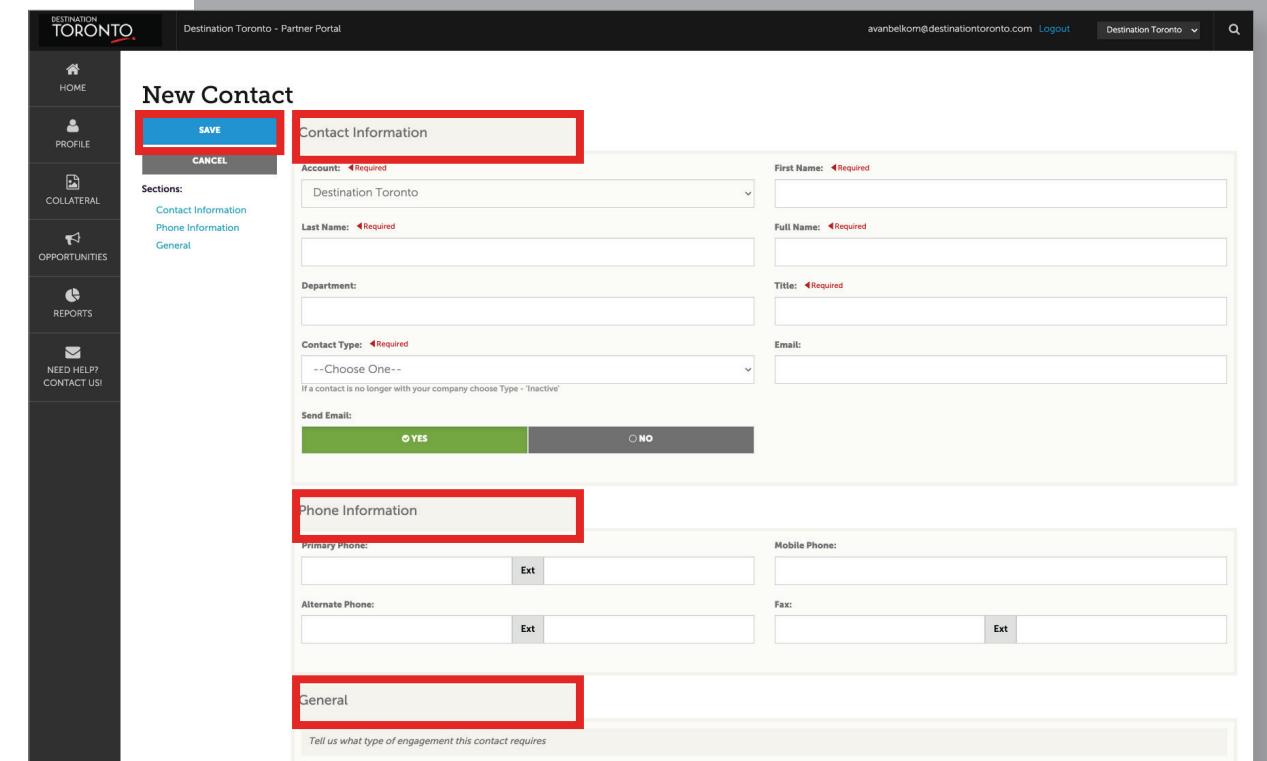
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ADDING NEW CONTACTS

Go to **Profile>Contacts** page and selcet **Add Contact**. On the New Contact page, there are three areas used to add details:

- **Contact Information:** Fill in all the required fields, including the email section.
- **Phone Information:** Fill in accordingly.
- **General:** Let us know what kind of communications we should send this contact (members only).

Once all information has been added, click on **Save**.

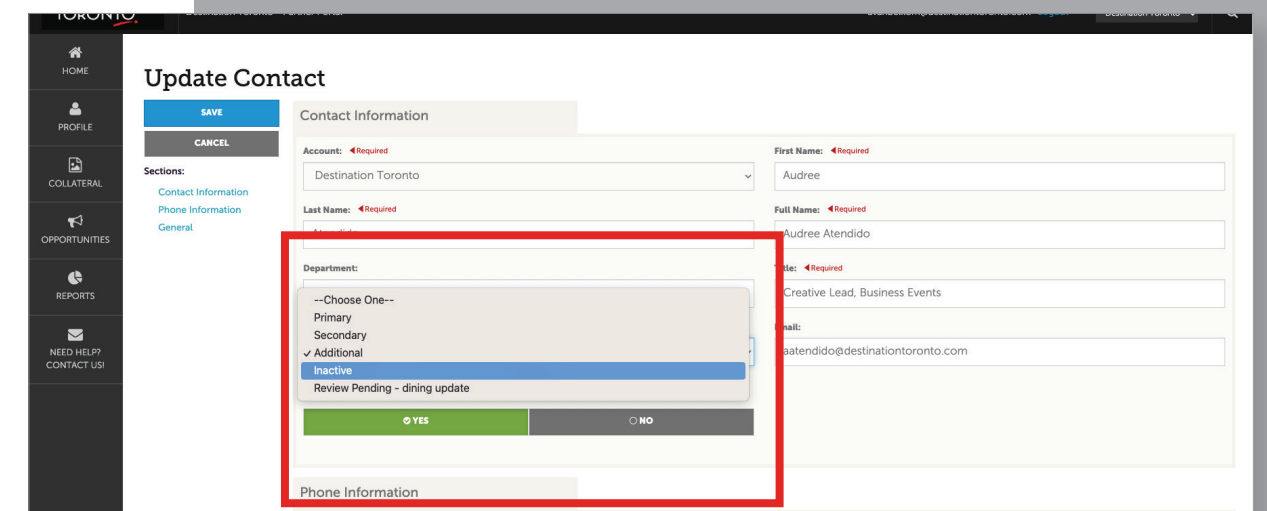


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REMOVING CONTACTS FROM YOUR ACCOUNT

Click the **pencil icon** on the **contact line** you want to remove contcat from your account.

Use the Update **Contact** page to locate the **Contact Type** field. Click the **arrow** for a dropdown menu and select **Inactive>Save**.



ADDING IMAGES, AMENITIES AND MEETING SPACE SPECS

1

ADD IMAGES TO YOUR PROFILE

Go to **Collateral>Media page** and select **Add New Media**.

To add an image, YouTube link or logo, click on the **Type field** for a dropdown and choose the type of media you want to add.

- **Images and Logos:** Drag and Drop the image or logo to the page or use the **Browse** button to find a file to add. (hi-res JPG or PNG formats are best).
- **YouTube Link:** Add the YouTube video URL in the **Video Link** field.
- Give the image a name in the **Title field**.

Note: The Title is strictly for internal use and will not appear on your listing profile. Members can add up to 11 media. One can be a YouTube video (SHARE link only).

The image shows two screenshots of the Destination Toronto Partner Portal. The top screenshot displays the 'Media' management page with a table of existing media items. A red arrow points to the 'ADD NEW MEDIA' button in the top left corner. The bottom screenshot shows the 'New Media' form. In this form, the 'Type' dropdown menu is open, and 'Image' is selected, highlighted with a red box. Below the form, a red box highlights the 'Drag and Drop File To Page' area and the 'BROWSE' button.

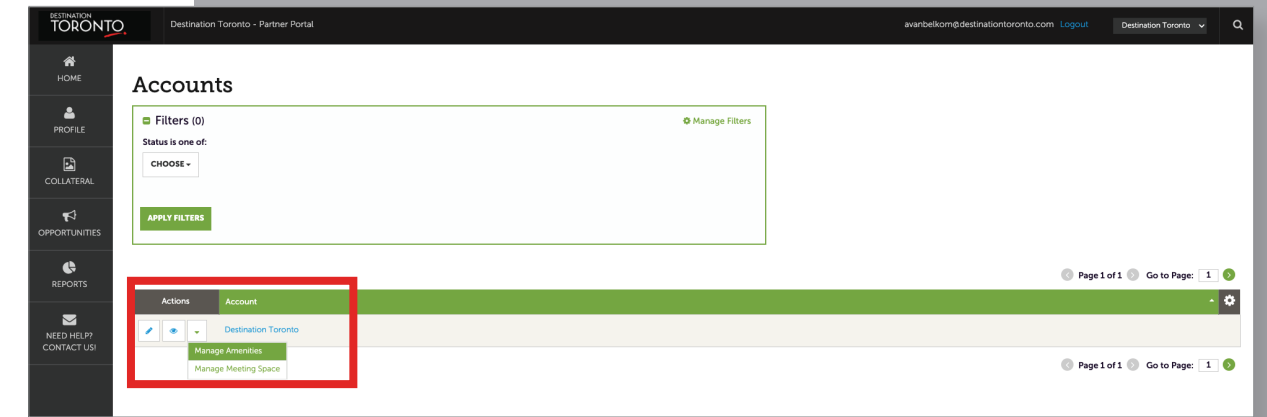
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ADDING AMENITIES

Add your service amenities and meeting space details to help Destination Toronto's Sales Teams match your account with client-specific requirements (where applicable).

Go to **Profile>Accounts page**. On the **Accounts page**, click the dropdown in the **Actions** column and choose **Manage Amenities**.

Note: The update Amenities page will include questions targeting a few business types. Please only respond to those questions that relate to your business offerings.



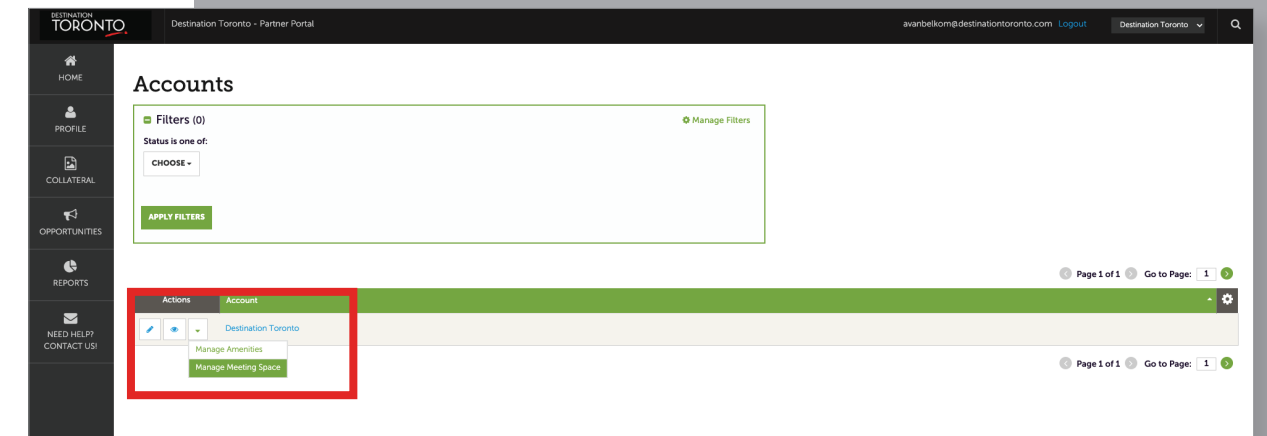
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ADDING MEETING SPACE SPECS

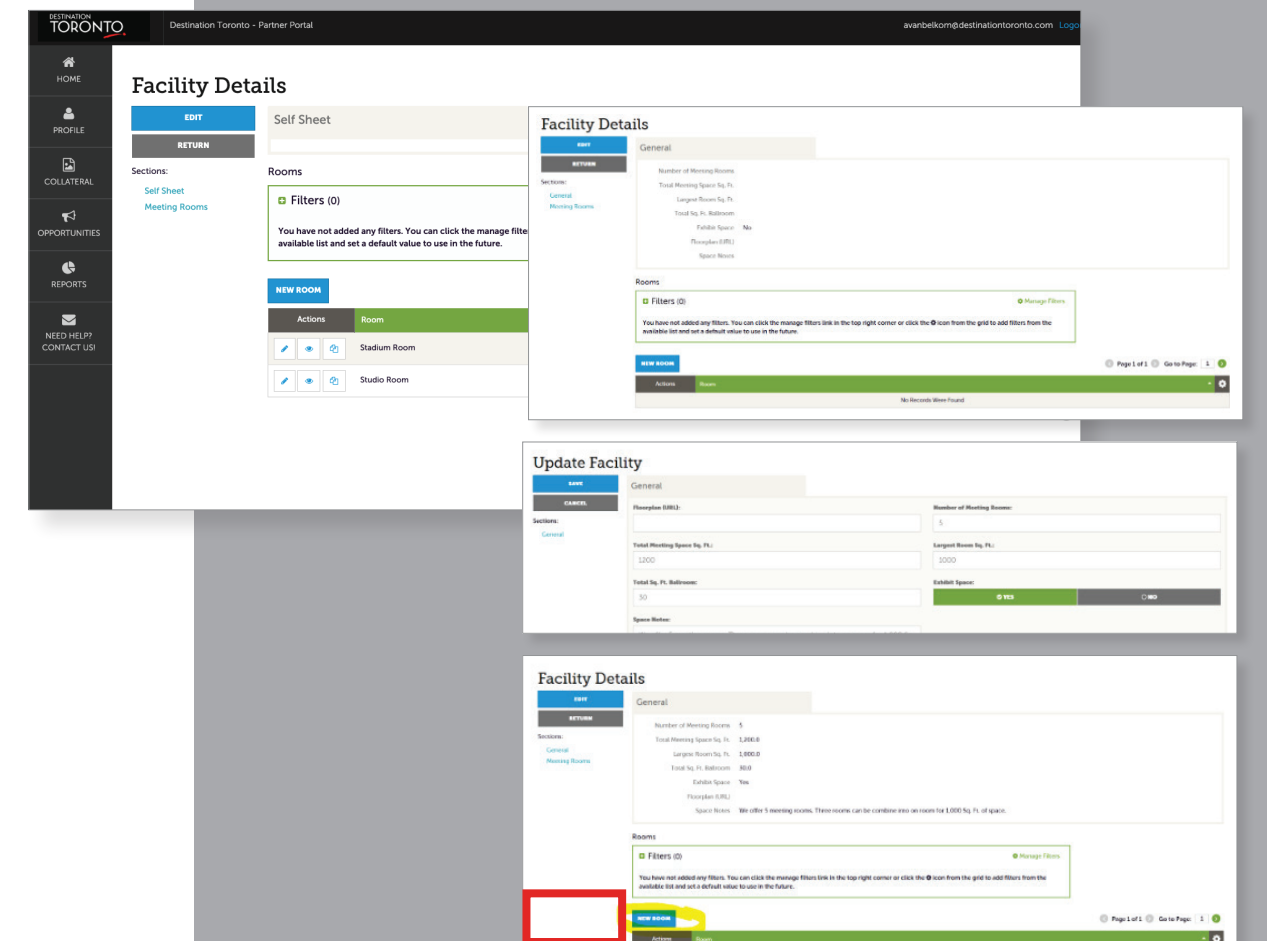
On the **Accounts page**, click the dropdown in the **Actions column** and choose **Manage Meeting Space**.

Note: Adding Facility details and venue specifications are limited to member organizations whose properties have the ability to host meetings and events. Facility details will appear on your DestinationToronto.com listing.

- The **General** area asks for specs about your overall (total) space; you can also add notes about this space. The Rooms area allows you to add content about the individual spaces at your property.
- Begin by clicking the **Edit** on the **Facility Details page**. The General area fields will appear.



If you require additional help please reach out to the **Memberships team** at memberships@destinationtoronto.com



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