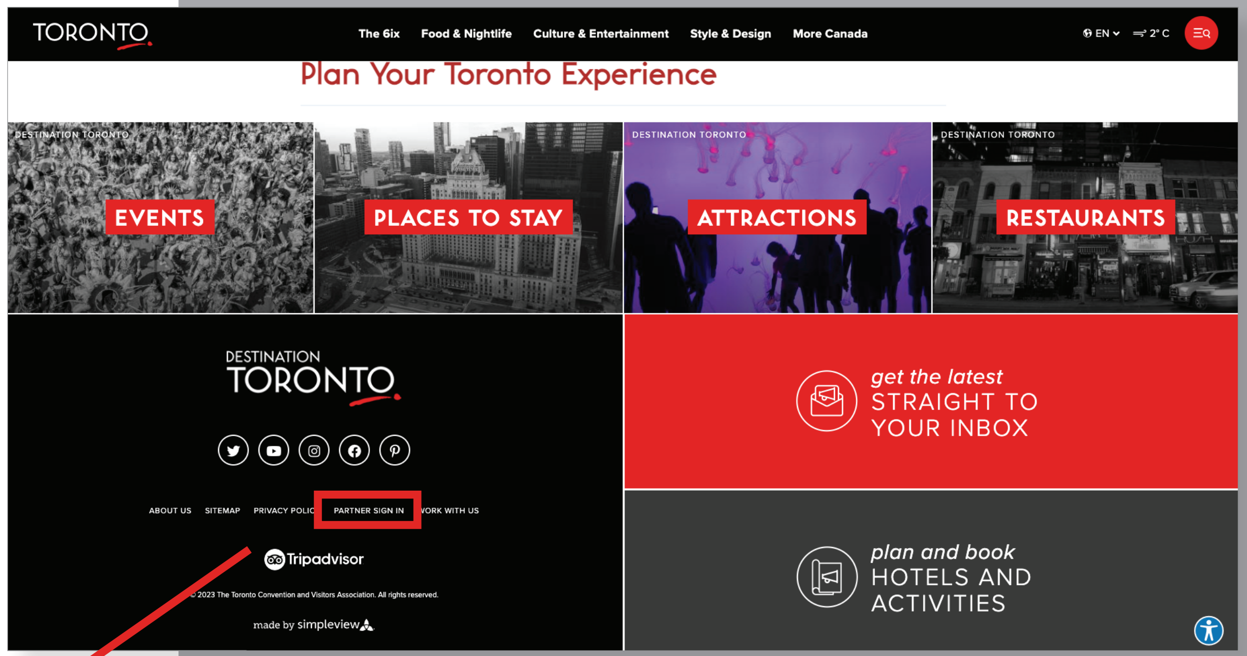
THE PARTNER PORTAL HOW TO GUIDE

DESTINATION TORONTO

GETTING STARTED

ACCESSING AND LOGGING INTO TO THE PARTNER PORTAL

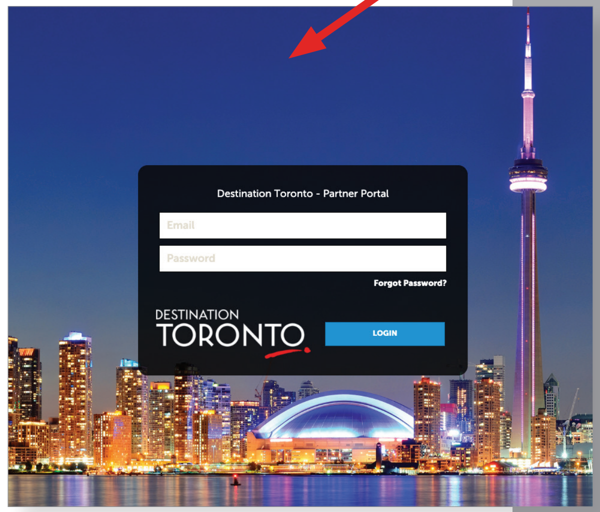


1 SIGNING IN

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.

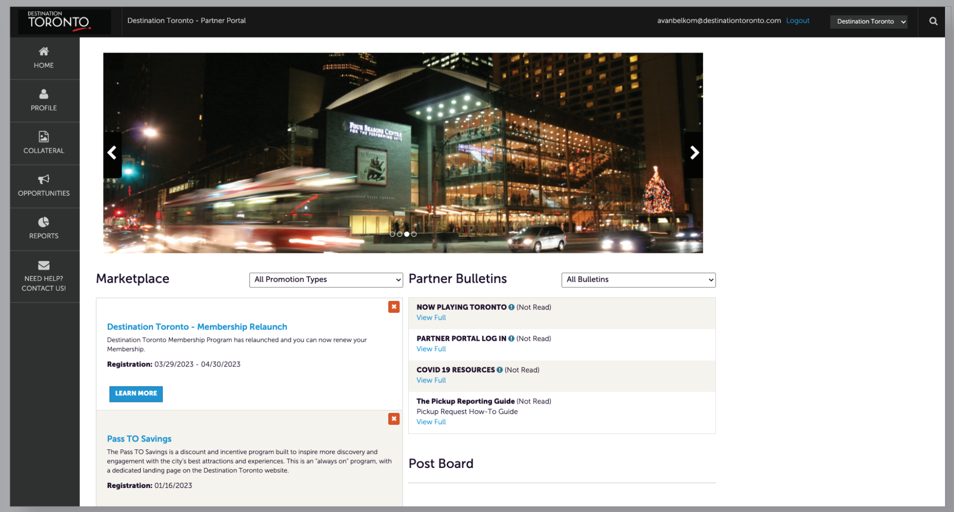
This will take you to the login screen where you'll be prompted to enter your email and password.

- 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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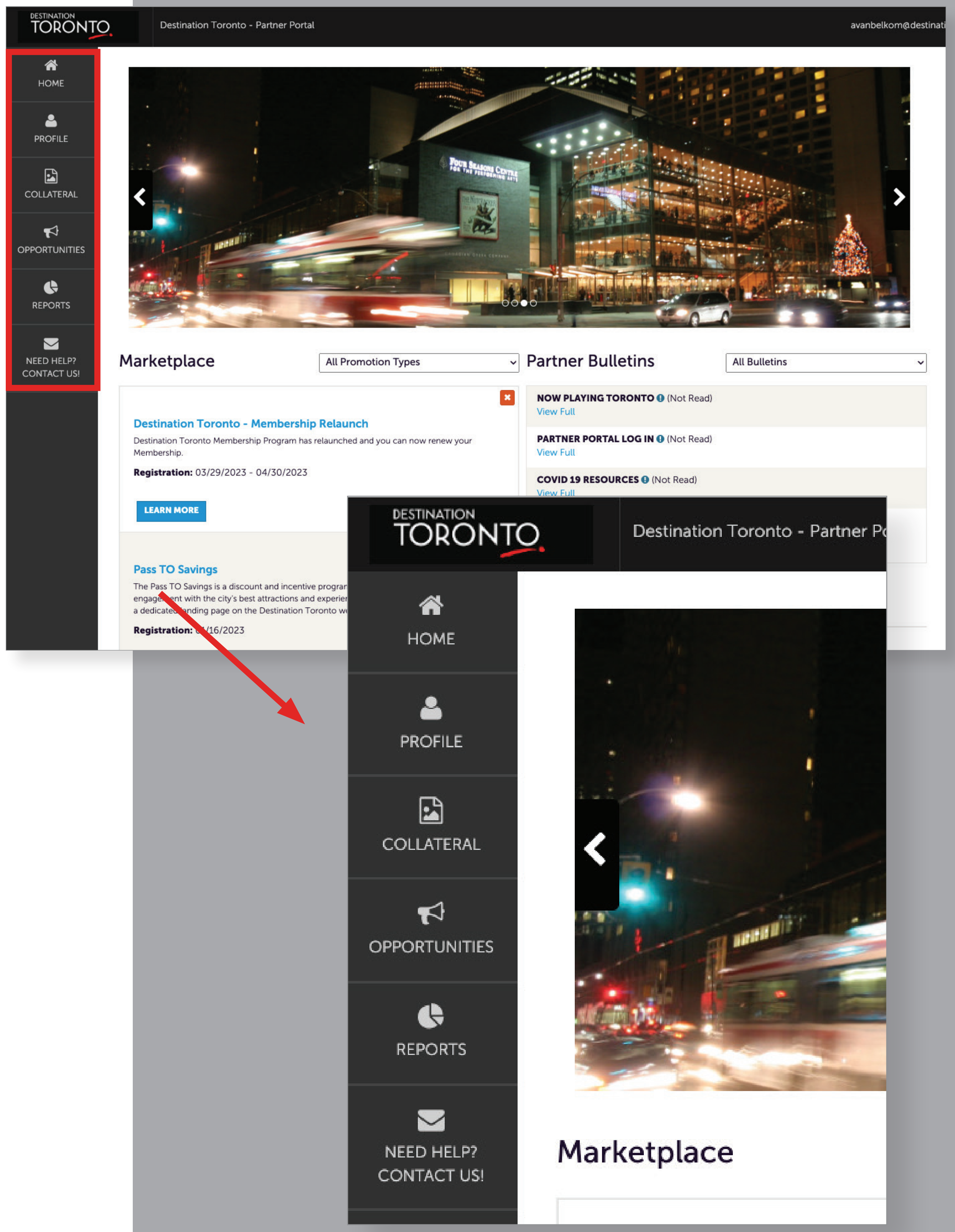
MENU FUNCTIONS

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.
- **Opportunites:** Respond to Global Sales and Services Booking Notices (where applicable).
- **Reports:** Access the Confidential Convention List (CCL) and other membership benefit documents.



UPDATING CONTENT

EASILY REVIEW AND UPDATE YOUR ACCOUNT CONTENT

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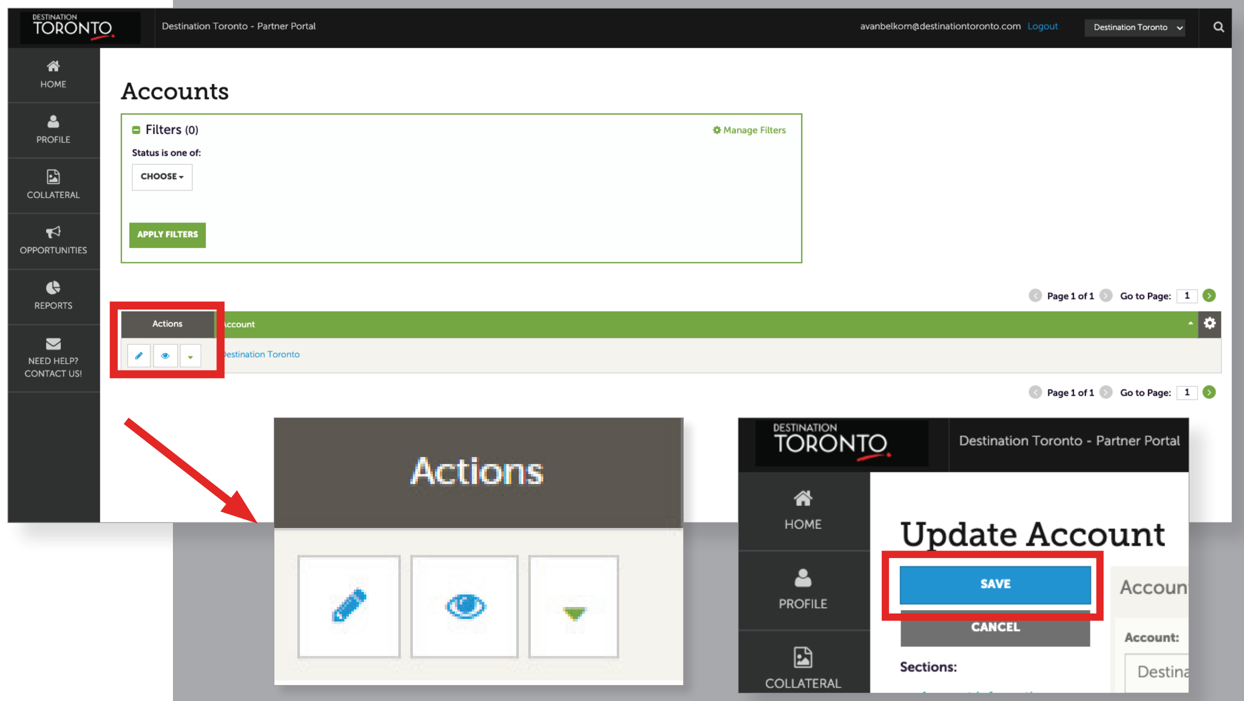
Select the page you wish to work on and click on the **pencil icon** in the **Actions** column. This will allow you to edit and update your account content.

- 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).

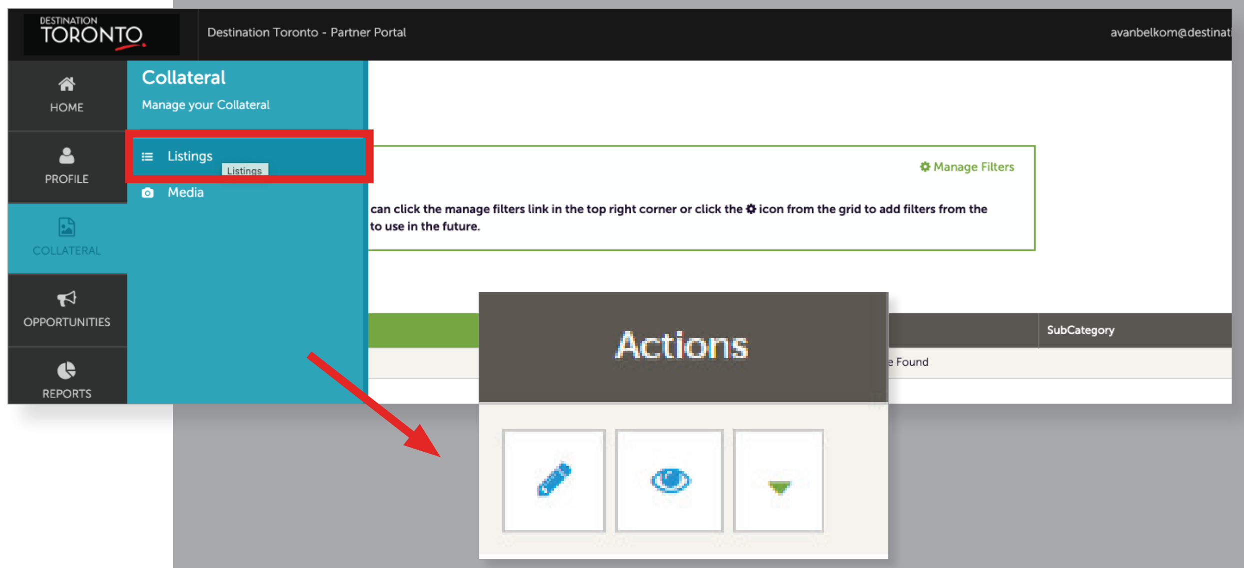
Note: Remember to click **save** in the top left corner when you make updates.



LISTINGS

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

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



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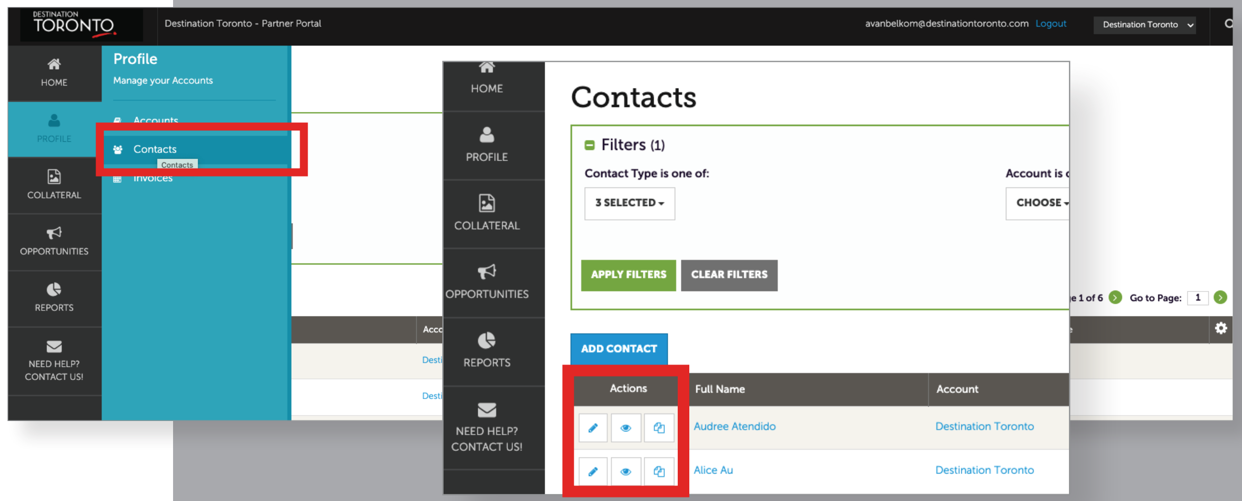
CONTACT INFOMRATION

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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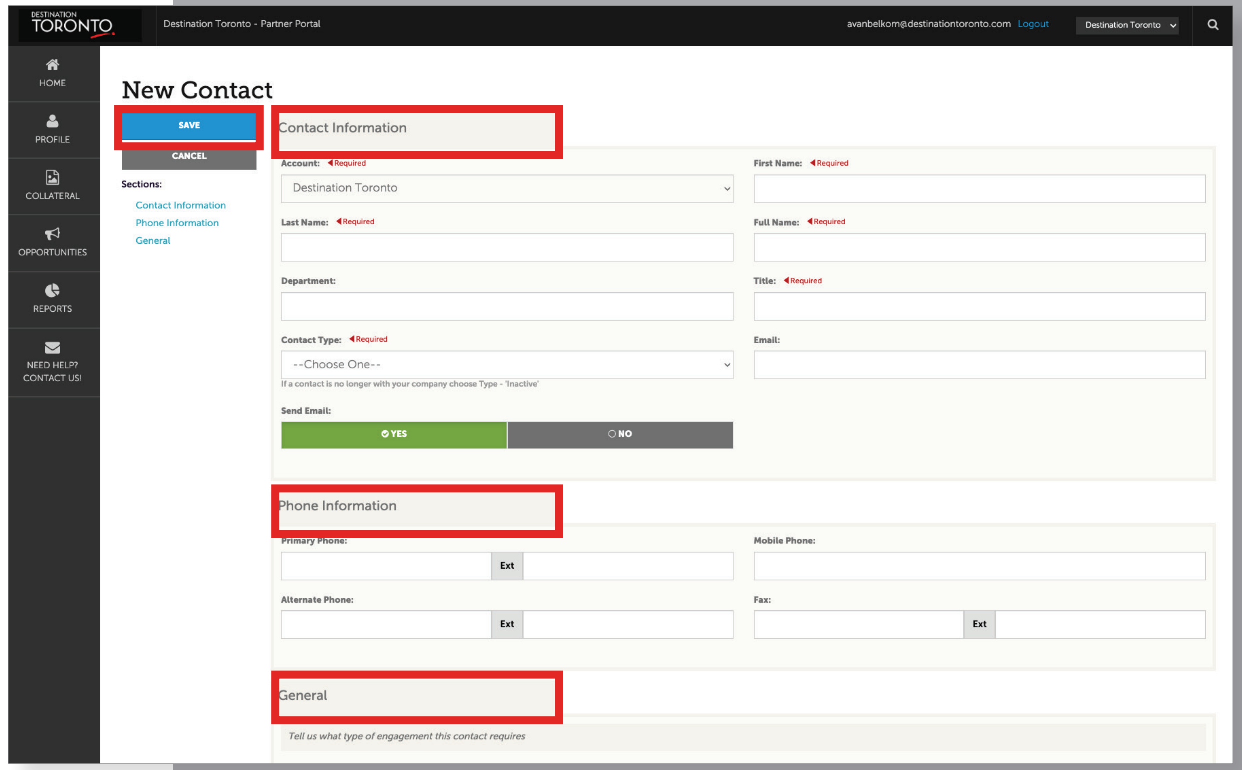
ADDING NEW CONTACTS

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.

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



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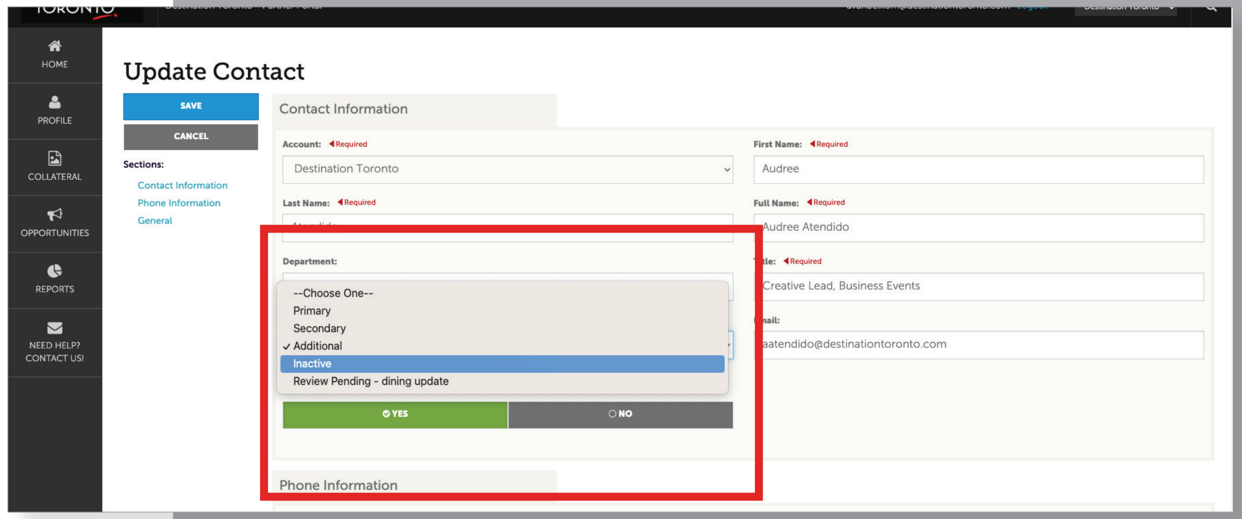
REMOVING CONTACTS FROM YOUR ACCOUNT

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

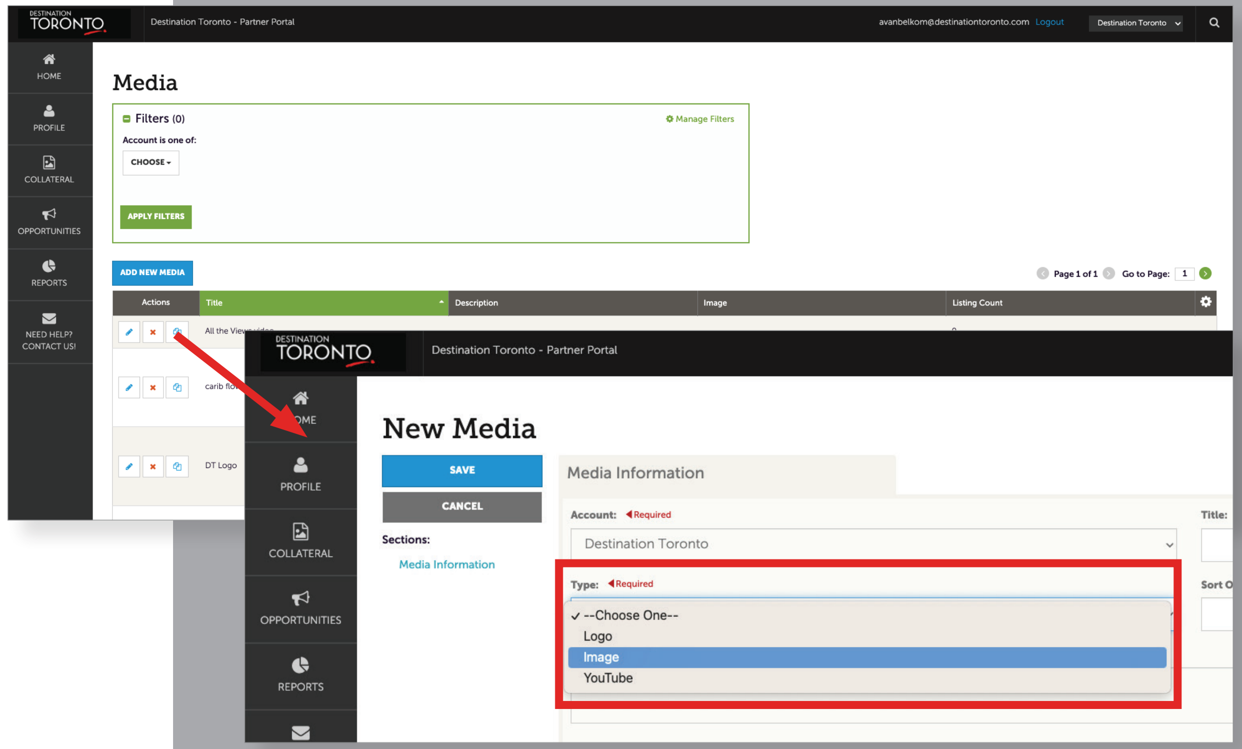
1 ADD IMAGES TO YOUR PROFILE

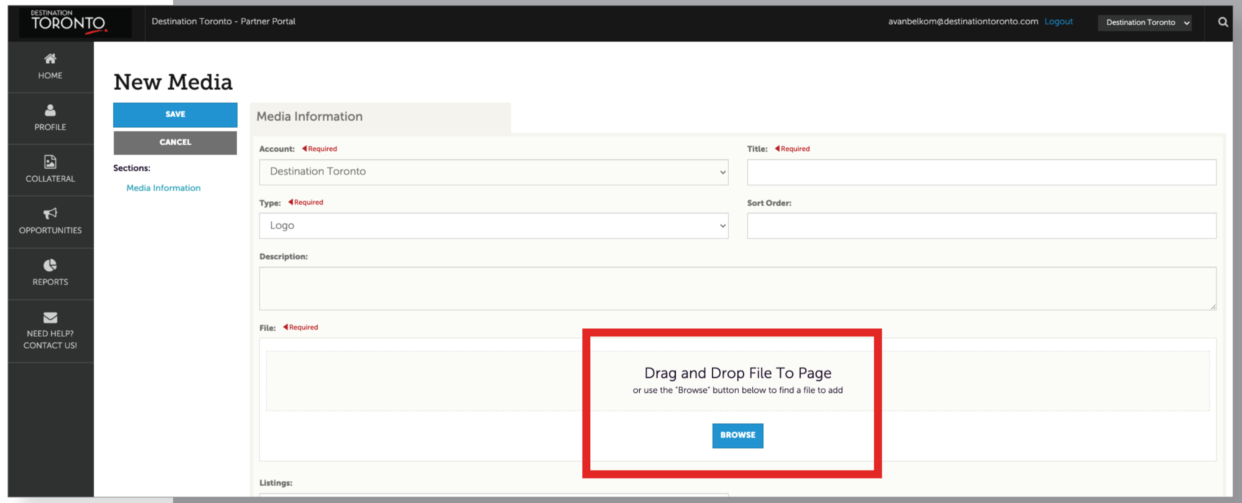
Go to **Collateral>Media page** and selcet **Add New Media**.

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).





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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.

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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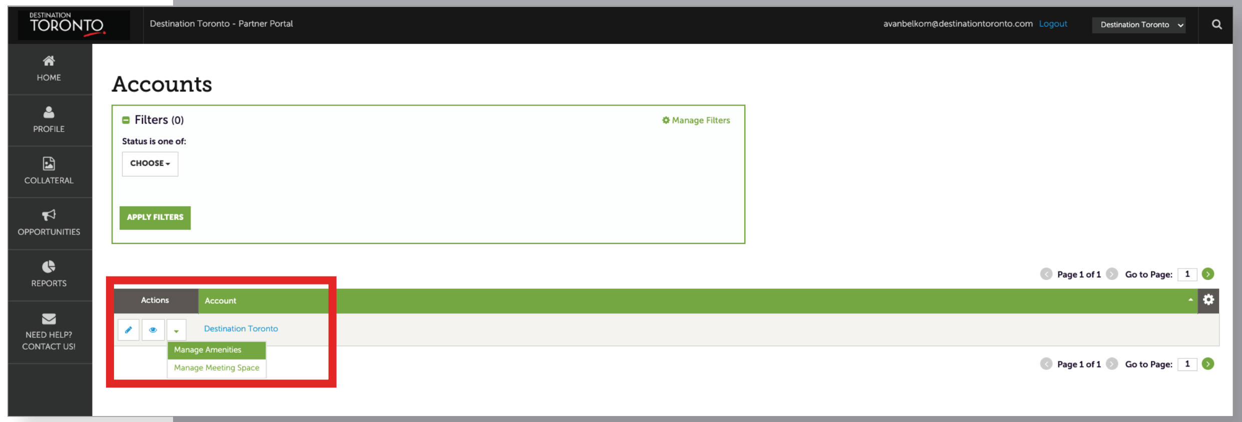
ADDING MEETING SPACE SPECS

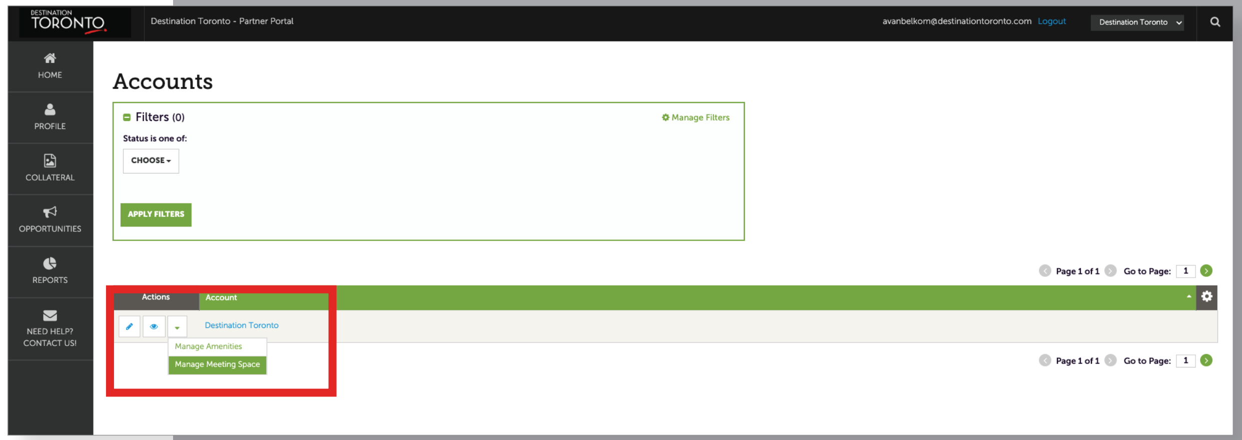
On the **Accounts page**, click the dropdown in the **Actions column** and choose **Manage Meeting Space**.

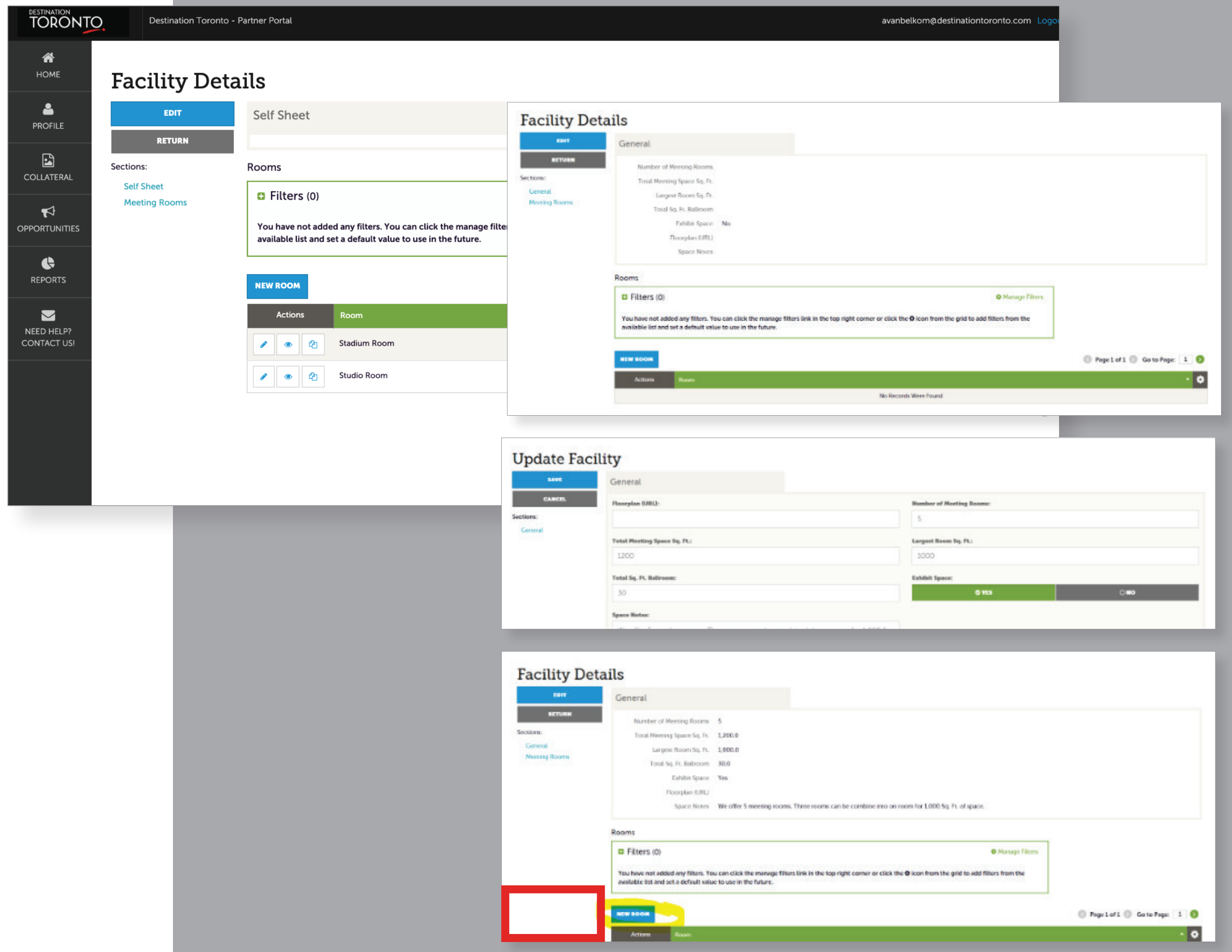
Note: Adding Facility details and venue specifications are limited to member organizations whose properties have the ability to host meetings and events. Facility details will appear on your DestinationToronto. com listing.

- 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@destinationtorontro.com





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