

# ELEVATE YOUR PRESENCE ON VISITTUCSON.ORG

Here's what you can do to elevate your business' presence and help attract potential customers on VisitTucson.org. From the [Member Toolbox](#) homepage, use these tips to manage your Profile and your Collateral, including Listings, Calendar of Events listings, and Media.

In all sections, when adding or changing a website address, use the full URL, including the <http://> prefix.

## PROFILE

- Click on **Profile** to manage your **Accounts** and **Contacts** details.
- Add or edit your business location and contacts, as well as links to your social networking accounts.
- Carefully review and select applicable options from the **Amenities** and **Meeting Space** lists.

**Account Details**

**EDIT** **RETURN**

**Account Information**

Account ID: 19695  
Account: Visit Tucson  
Extranet Parent:  
Email: [info@visittucson.org](mailto:info@visittucson.org)  
Website: <http://VisitTucson.org>

**Address Information**

Shipping Address is used for Mailing Address

**Physical Address**

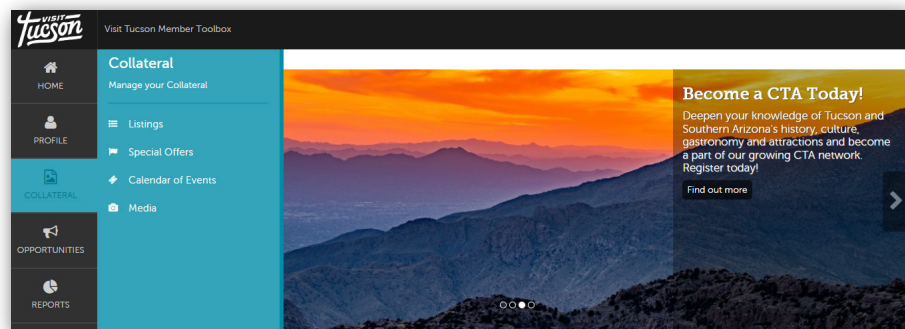
Address 1: 100 S. Church Ave.  
City: Tucson  
State/Province: AZ  
Zip/Postal Code: 85701  
Country: UNITED STATES

**Related Details:**

- ☒ Manage Amenities
- ☒ Manage Meeting Space

## COLLATERAL

- Click on **Collateral** to manage your **Listings**, **Calendar of Events**, **Media**, and **Special Offers**.
- Under **Listings**, add or update your listing description and other details that show up on your member listing on VisitTucson.org.
- Under **Website Notifications**, you can add your email and request notification when website users view your listings.



**Listings**

**Filters (0)** [Manage Filters](#)

You have not added any filters. You can click the manage filters link in the top right corner or click the icon from the grid to add filters from the available list and set a default value to use in the future.

Actions	Company	Listing Type	Category	SubCategory	Listing ID
	Southern Arizona Heritage and Visitor Center	Website	Community Resources	Travel Services	22874
	Visit Tucson	Website	Community Resources	Community Organizations & Charities	26798
	Visit Tucson	Vamos Website	Conoce Tucson (Community Resources)	Organizaciones Comunitarias y No Lucrativas (Community Organizations & Charities)	26755



**NEED HELP? CONTACT CARIN WISEMAN AT**  
**CWISEMAN@VISITTUCSON.ORG OR 520.770.2161**



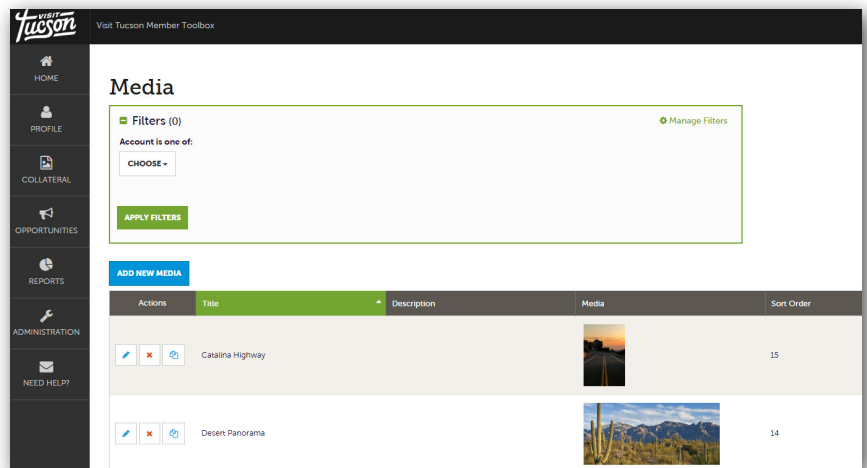
## COLLATERAL (continued)

- Under **Media**, add your logo, photos, and a link to your YouTube video, all of which will show up on your member listing. For guidelines, see *Image Selection Tips*, on page 3.

Once entered and uploaded, the elements of your member listing on VisitTucson.org will look like this

Photos & Video

Listing Description

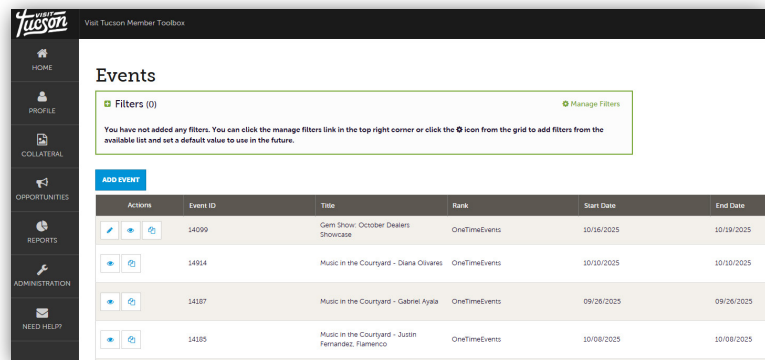
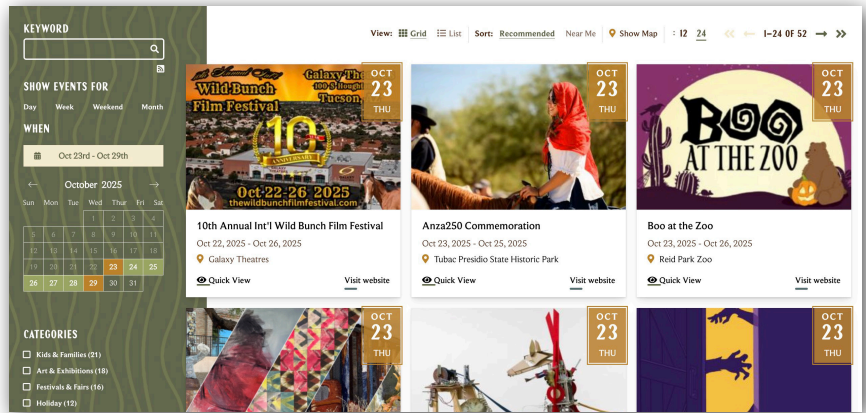


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## CALENDAR OF EVENTS

- The *Calendar of Events* on VisitTucson.org is for events open to the public and of interest to visitors.
- Submitted events are reviewed and edited by staff.
- Approval is not guaranteed, but all member-submitted events receive consideration.
- To submit an event, click on **Add Event** and fill in required fields and all other applicable details.
- If unsure which **Rank** option to select, opt for **OneTimeEvents**. An Ongoing event is rare (example is a weekly gallery tour with no “end date”).
- Add admission prices and event times only if they don't change; website or Facebook links with event information; photos for impact (see *Image Selection Tips*, below).



## IMAGE SELECTION TIPS

Photos must be high-resolution and oriented horizontally, with uncluttered composition in either .jpg or .png format. All images must be titled to include keywords identifying the scene or subject. When changing or resizing an existing photo, always label the new photo with a different name.

In most cases, the file size of an image is the easiest way to determine how a photo will display. Images with a file size below 500kb are usually too small to be used in medium-to-large formats on the web. For best results on VisitTucson.org, do not upload images with a file size of smaller than 500kb. **Images that are between 2000-3000 pixels wide are ideal.** A photo in this range will ensure the image will look sharp. Images with a file **size between 1MB and 5MB** are recommended. These guidelines do not strictly apply to logo files; use the largest logo file you have without going over 5MB.

## REVIEW YOUR UPDATES

Review your updated content on VisitTucson.org after allowing time for the pages to refresh (30 min to an hour). Return to the Member Toolbox homepage if corrections are needed. We'd be happy to provide you with a quick overview of the Member Toolbox to get you up and running. Please contact us at [members@visittucson.org](mailto:members@visittucson.org) to schedule.



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