

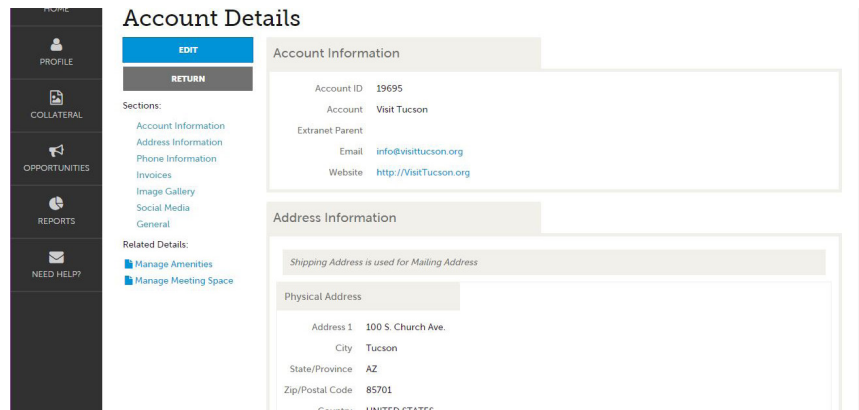
# Elevate Your Presence on VisitTucson.org

Here's what you can do to elevate your company's presence and help attract potential customers on VisitTucson.org. From the Partner Portal 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 company location and contacts, and links to your social networking accounts and Google map location. Carefully review and select applicable options from the **Amenities** and **Meeting Space** lists - this data might be copied for Visit Tucson guides or brochures.



**Account Details**

**Account Information**

Account ID	19695
Account	Visit Tucson
Extranet Parent	
Email	info@visittucson.org
Website	http://VisitTucson.org

**Address Information**

Shipping Address is used for Mailing Address

**Physical Address**

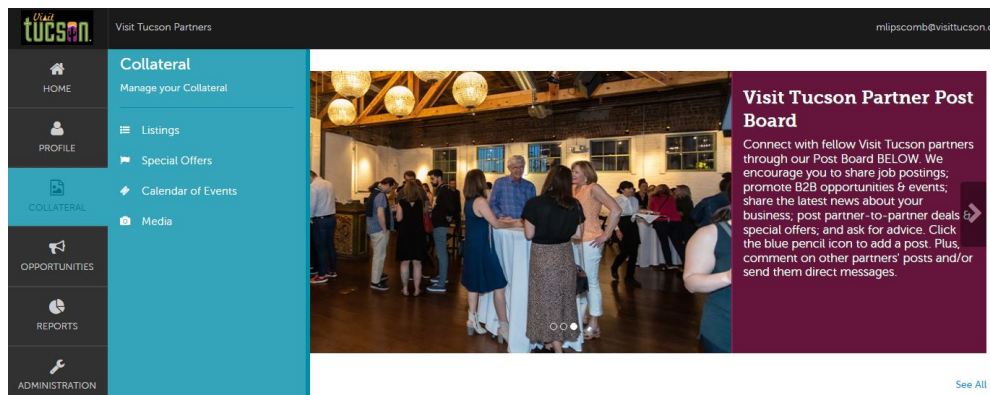
Address 1	100 S. Church Ave.
City	Tucson
State/Province	AZ
Zip/Postal Code	85701
Country	UNITED STATES

**Related Details:**

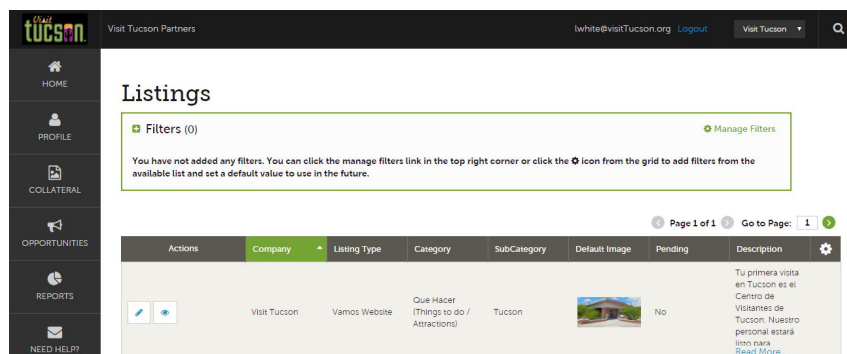
- Manage Amenities
- Manage Meeting Space

## Collateral

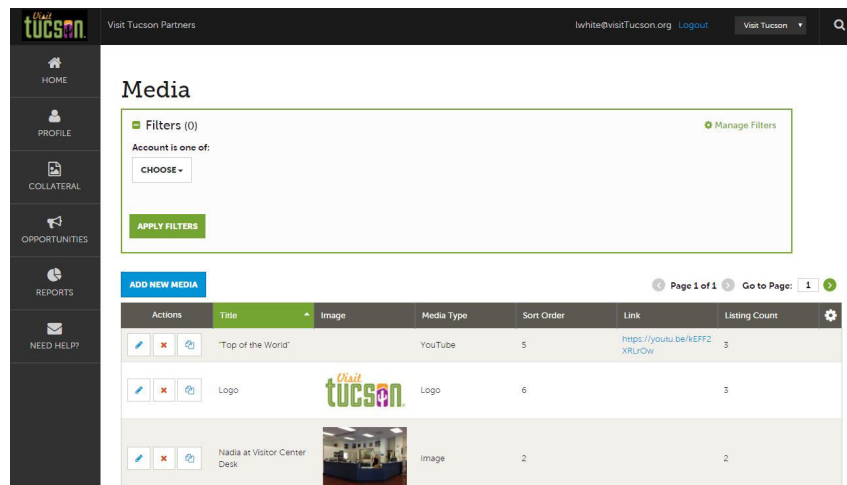
Click on **Collateral** to manage your **Listings**, **Calendar of Events**, **Media**, and **Special Offers**.



In **Listings**, add or update the 100-word description and other details that show on your partner listing/mini web page on VisitTucson.org and in the *Tucson Official Travel Guide*. Under **Website Notifications**, you can add your email and request notification when website users view your listings.

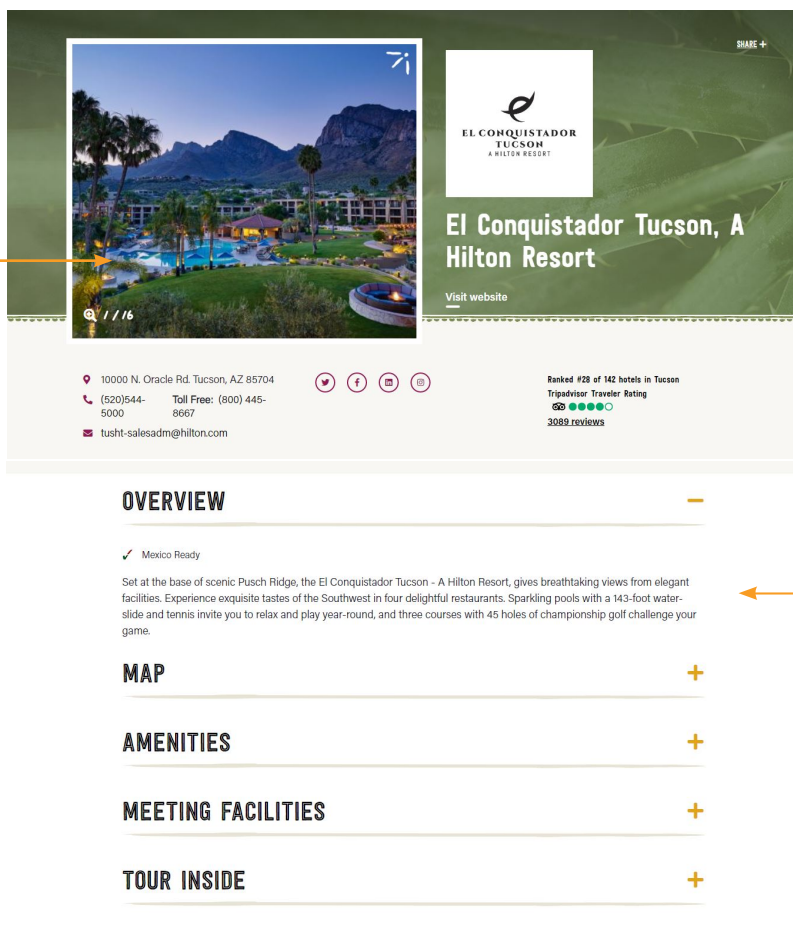


In **Media**, add your logo, photos, and a link to your YouTube video, all of which will show up on your partner listing. For guidelines, see Image Selection Tips, below.



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

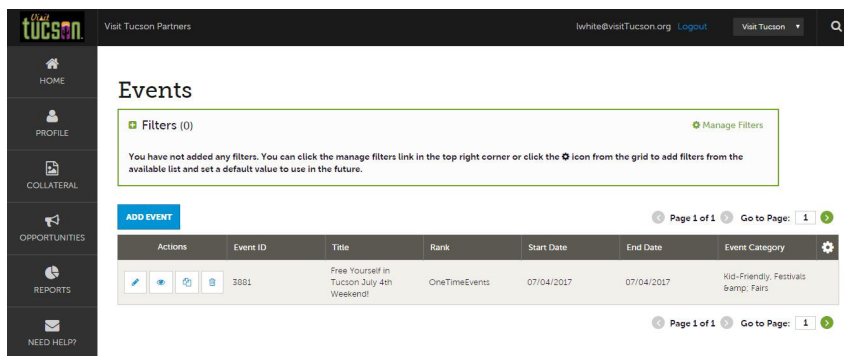
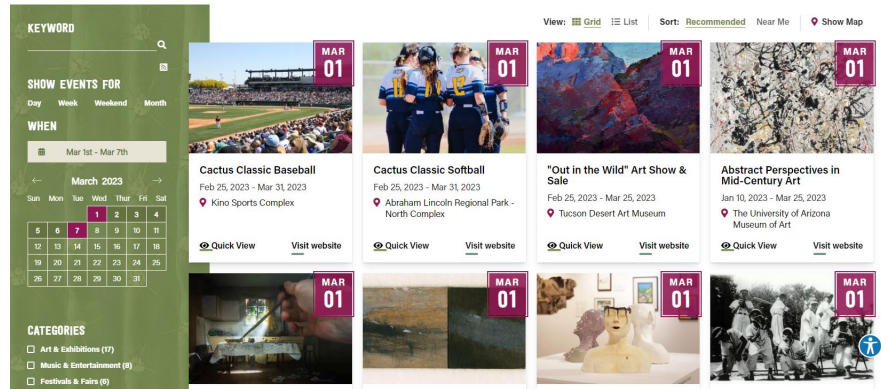
Photos  
&  
Video



Partner  
Information

## 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 partner-submitted events get extra consideration.



To submit an event, click on **Add Event** and fill in required fields (in red typeface) 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, horizontal layout, with uncluttered composition in .jpg (photos) or .png (logos) format. All images must be titled to include your company name and/or keywords identifying the scene or subject. When changing or resizing an existing photo, always label the new photo with a different name.

The file size of an image is the easiest way to determine how a photo will display, in most cases. 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 1,920 pixels wide are ideal.** A photo in this range will ensure the image will look sharp. Images with a file size of above 4MB are not recommended. These guidelines do not strictly apply to logo files; use the largest logo file you have without going over 4MB.

## Review Your Updates

Review your updated content on VisitTucson.org after allowing time for the pages to refresh (updates generally occur every 3 hours - 12, 3, 6, 9 around the clock). Return to the Partner Portal homepage if corrections are needed. While logged in to the Partner Portal, why not check out all the opportunities for making the most of your Visit Tucson Partnership?

Need more help? Contact **Carin Wiseman** at [cwiseman@visittucson.org](mailto:cwiseman@visittucson.org) or 520.770.2161.

