



**Fort Worth Convention & Visitors Bureau**  
111 W. 4th Street | Suite 200 | Fort Worth, Texas 76102-3951

# Partner Portal Instructions

## Partner Collateral

(Listings)

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## Viewing Your Member Collateral:

Click on the **Collateral Icon** on the left side navigation panel. This will display the details on file for your Partner account with the Fort Worth Convention and Visitors Bureau.

**IMPORTANT NOTE:** Any edits or adding of Listings, Special Offers, Calendar of Events and/or Media will require approval from the Bureau. Upon saving your updates, the Bureau will be notified of your changes/additions

## Listings:

Listings are associated with your account and display a brief property description on our website. Changes will be pending until a representative of the Fort Worth CVB approves them. You cannot alter a listing that is in a pending status.




**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 gear icon from the grid to add filters from the available list and set a default value to use in the future.

**ADD LISTING**

Page 1 of 1 Go to Page: 1

Actions	Company	Listing Type	Category	Subcategory	Listing ID
  	Simpleview Hotel and Conference Center	Website	Accommodations	Luxury Resorts	41983

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After you click the Collateral icon and then Listings, you will be presented with your property's listings. These listings will be website listings. The pencil icon will allow you to edit your listing information. By clicking the eyeball icon, you can view your listing information. The clone icon will allow you to duplicate a listing. You can also create a new listing by clicking the Add Listing button.

## Editing a Listing:

**Update Listing**

**SAVE**

**CANCEL**

Sections:

- Listing Information
- Categories
- Details
- Website Notifications
- Listing Image
- Social Media
- General

**Listing Information**

**Account:** Required  
Simpleview Hotel and Conference Center

**Type:** Required  
Website

**Contact:**  
Alena Chaika

**Address Type:**  
Physical

**Listing Description:**  
Testing GEO-Coding Test test test

When you view, edit, or add (if enabled) a listing, you can quickly scroll to a section on the page by clicking the links of the left of the page. If you are viewing a listing, the top left will display an Edit button. If you are editing a listing, the top left will display a Save button. *You must click the Save button before changes are applied!*

1. **Account** will default to the account you are logged in
2. **Type** of listing is “Web Site”
3. **Contact:** This contact, if chosen, *will* show on the website listing.
4. **Address:** Select “Physical” to display the main address on your Account.
5. **Listing Description:** this is the description of your business that is displayed on the website.

**SAVE**

**CANCEL**

Sections:

- Listing Information
- Categories
- Details
- Website Notifications
- Listing Image
- Social Media
- General

**Category**

**SubCategory**  
0

**Listing Image**

**Listing Images:**  
HOTEL (IMAGES2.JPG) ~

6. **Category:** the main category your listing is in (i.e. Attractions, Hotel, etc.)
7. **Sub-Category:** an additional category your listing might fall under (i.e. museum, historical site, etc. – a more defined category)
1. **Listing Images:** When you edit or add a listing, you can select one or multiple images to associate to the listing by selecting the Listing Images pull down menu. In order to attach images, you will need to upload them first in the Media section.

**NOTE:** You can submit up to 10 images. The optimal image size is 600 pixels wide by 422 pixels tall.