



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

# Partner Portal Instructions

## Partner Collateral

(Media)

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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.

## Media

This feature provides partners the opportunity to manage and upload images to be displayed on the website in association with their listings, special offers and calendar of events. If you have any images already uploaded, you will see them there. **They may be GIF or JPEG, and no larger than 600w x 422h (pixels).**

Available media types are subject to change by the CVB.

## Media

Filters (0) [Manage Filters](#)

Account is one of:

CHOOSE ▾

APPLY FILTERS

ADD NEW MEDIA

Page 1 of 1 Go to Page: 1

Actions	Title	Image
	Hotel	

After you click the Collateral icon and then Media, you will be presented with your property's images available for use on listings and special offers. The pencil icon will allow you to edit an existing image. By clicking the red x icon, you can delete an existing image. The clone icon will allow you to duplicate an image. You can also create a new event by clicking the Add Event button.

SAVE

CANCEL

Sections:

Media Information

Image

Description:

File:

Drag and Drop File To Page or use the "Browse" button below to find a file to add

BROWSE REMOVE

You can drag a file to the page to replace this file or use the "Browse" button

Listings:

CHOOSE AMONG THE FOLLOWING...

As with Calendar of Events you can browse your hard drive or drag and drop an image. Once you upload a new image or edit an existing one you can attach the image to one or multiple listings by selecting the Listings pull down menu.

To **Edit** an existing image title, click on the pencil icon next to the Image. From this screen you may:

1. Update the Title
2. Change Sort Order
3. View the current Image
4. Select the Listings associated with the image
5. Click save to complete your changes

### Update Media

SAVE  
CANCEL

Sections:  
Media Information

Media Information

Colored fields are required.

Account: \*Required  
Simpleview, Inc.

Type: \*Required  
Image

Title: \*Required  
Gunsight large

Sort Order:  
3

Description:

Image Preview:

Note: Once created, the image/file associated with the media record can no longer be modified. You must create a new image.

The optimal image size is 1200 pixels wide by 844 pixels tall (roughly the shape of a TV screen). If you can't provide an image that big, an image of the same aspect ratio will work, i.e. 900x633, 600x422, etc. For images, the bigger the better is the simplest rule. Try to avoid really wide panoramic images and really tall skyscraper-like images.

Listings:  
CHOOSE AMONG THE FOLLOWING...

### NOTE:

*Once created, the image/file associated with the media record can no longer be modified. You must create a new image.*

To **Add** an image, click on the “Add New Media” button. From this screen you may:

1. Choose the account (if you have multiple property access)
2. Add the Title
3. Add Type (Logo, Image, YouTube)
4. Decide the Sort Order
5. Enter Description
6. Upload Image (Browse or Drag & Drop)
7. Select the Listings associated with the image
8. Click save to complete your changes

### New Media

SAVE  
CANCEL

Sections:  
Media Information

Media Information

Colored fields are required.

Account: \*Required  
FWCVB

Type: \*Required  
Logo

Title: \*Required  
test

Sort Order:

File:

Drag and Drop File To Page  
or use the "Browse" button below to find a file to add

BROWSE REMOVE

You can drag a file to the page to replace this file or use the "Browse" button

Listings:  
CHOOSE AMONG THE FOLLOWING...