



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

Partner Portal Instructions

Partner Profile

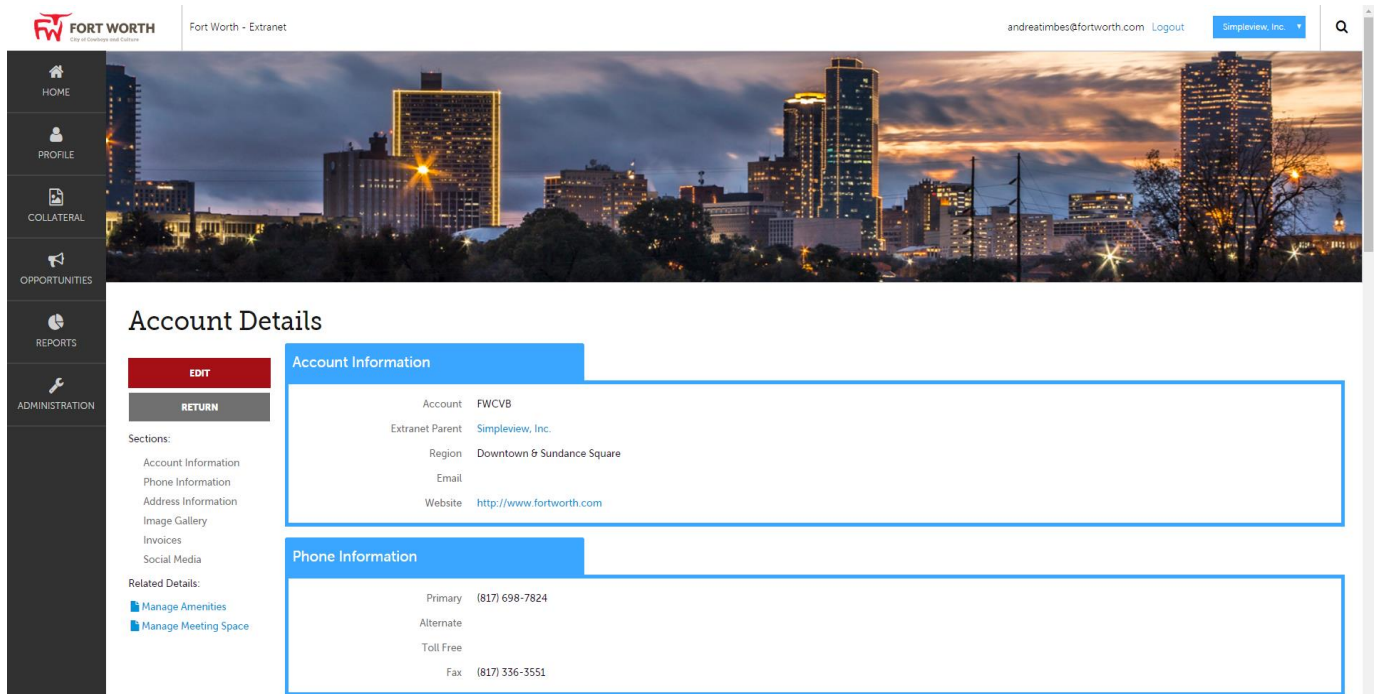
(Account & Amenities)

Viewing Your Member Profile:

Click on the **Profile 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.

1. Account Details:

You will be able to edit some of the information moving forward, such as website/email, phone, address and social media links. If you need any other information changed, please contact your representative at the Fort Worth CVB.



The screenshot displays the 'Account Details' page in the Fort Worth Extranet. The page features a navigation menu on the left with options: HOME, PROFILE, COLLATERAL, OPPORTUNITIES, REPORTS, and ADMINISTRATION. The main content area is titled 'Account Details' and includes two sections: 'Account Information' and 'Phone Information'. The 'Account Information' section contains the following details:

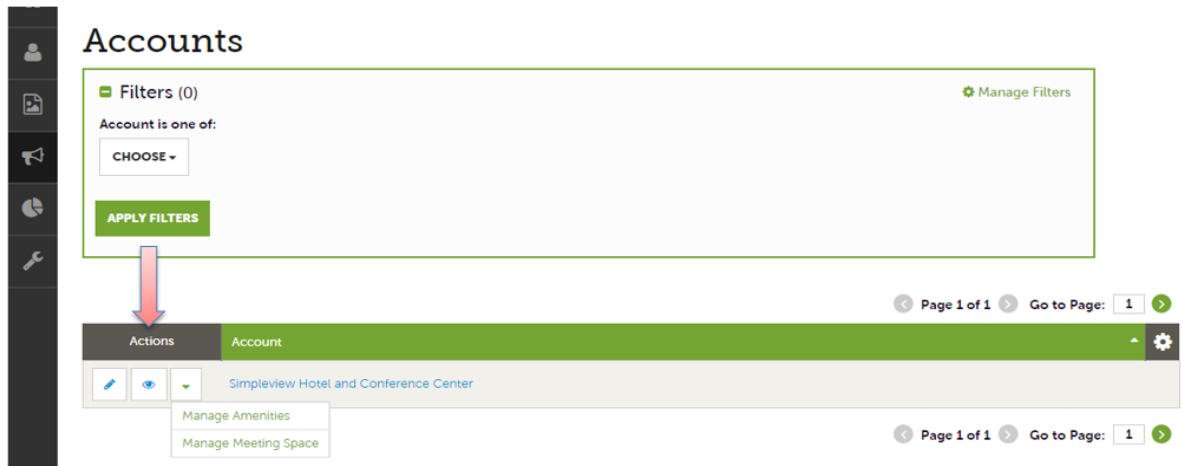
Account Information	
Account	FWCVB
Extranet Parent	Simpleview, Inc.
Region	Downtown & Sundance Square
Email	
Website	http://www.fortworth.com

The 'Phone Information' section contains the following details:

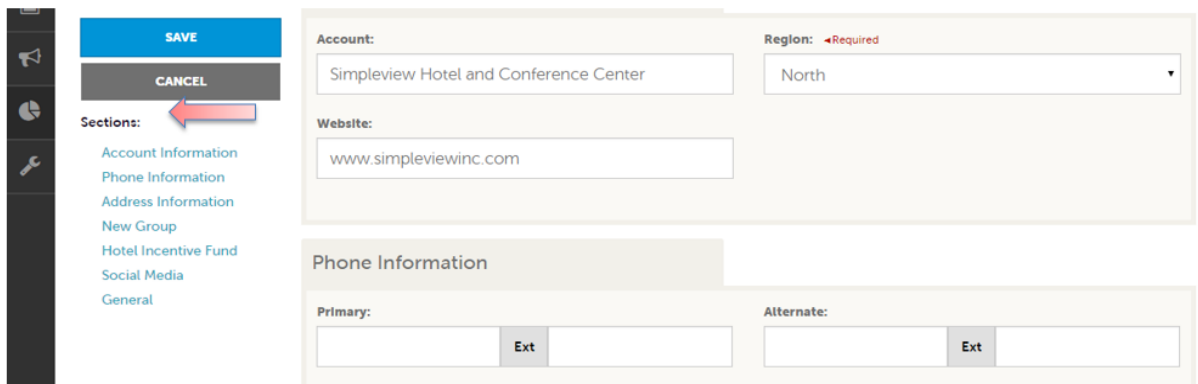
Phone Information	
Primary	(817) 698-7824
Alternate	
Toll Free	
Fax	(817) 336-3551

Below the 'Account Information' section, there are 'Sections:' and 'Related Details:' lists. The 'Sections:' list includes: Account Information, Phone Information, Address Information, Image Gallery, Invoices, and Social Media. The 'Related Details:' list includes: Manage Amenities and Manage Meeting Space.

Manage Account Details:



After you click the Profile icon and then Accounts, you will be presented with your account name and various action you can perform. If you see multiple account names, this is due to your property being associated with another property. The pencil icon will allow you to edit your property information. By clicking the eyeball icon, you can view your property information. The down arrow icon will allow you to view and edit your amenity and meeting space information.



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

Manage Amenities:

There are several sub-sections under this section that you can use to promote your venue

1. Accommodation Amenities, Catering Details, Restaurant Amenities, Meeting Facilities.
2. To edit this information, select the appropriate section, update and/or make your changes and then save.

Please note that only amenities applicable for your company will populate moving forward, i.e. if you are a restaurant, you no longer will see the accommodation amenity section.

Update Amenities

SAVE
CANCEL

Accommodation Amenities
Catering Details
Restaurant Amenities
Transportation & Parking Amenities
General
Sports Amenities

General

of Sleeping Rooms: 121

of Kings: 14

of Doubles: 14

of Suites: 4

of Guest Floors: 1

Additional Guestroom Information: grgereferferfer

Accommodation Rating:

Business Center: YES NO

Airport Transportation: YES NO

Check-in Time: 3:00 PM

Cocktail Lounge: YES NO

a. Manage Amenities

Accommodation
Catering
Restaurant
Transportation & Parking
General
Sports

SAVE
CANCEL

Accommodation Amenities
Catering Details
Restaurant Amenities
Transportation & Parking Amenities
General
Sports Amenities

b. Manage Meeting Space

Facility Details such as Standard Amenities (meeting rooms, sq. foot, Room set-up), Additional Amenities (outdoor, vendors) and Meeting Rooms (list all meeting rooms)

EDIT
RETURN

Sections:

Standard Amenities
Additional Amenities
Meeting Rooms