

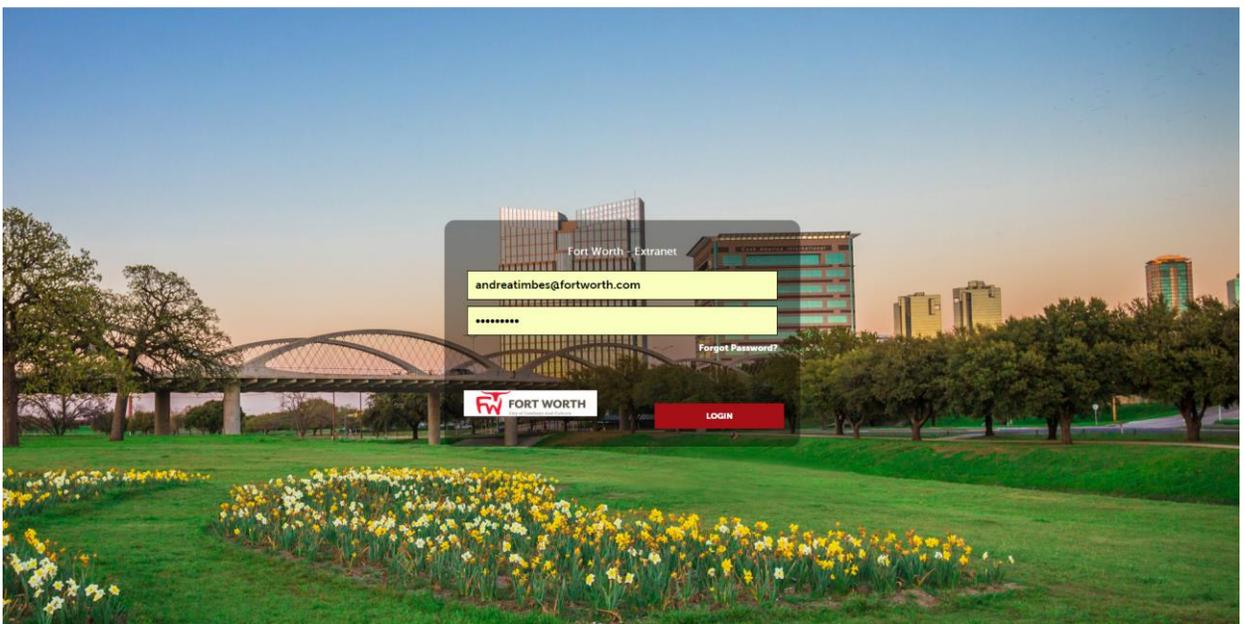


Fort Worth Convention & Visitors Bureau
111 W. 4th Street | Suite 200 | Fort Worth, Texas 76102-3951

Partner Portal
Instructions
Logging In/Getting Started

Logging In:

1. You will be sent an email from the CVB with the link and a temporary password.
2. Click on the link, which will take you to an “CRM Partner Portal Login” screen.
 - a. Your username is your full e-mail address.
 - b. Your password is the temporary password that was e-mailed to you.
3. You will be asked to change your password to one of your preference.
4. Click on the “Forgot Password?” link if you need to reset your password.



Logging in from the website:

To access the Partner Portal from the website :

1. Click on the Partners button in the header. This will take you to the Community Partners page.
2. On this page click the “Partner Extranet” link in the Navigation section on the right hand side.



PARTNER EXTRANET

Access the Fort Worth Partner Extranet

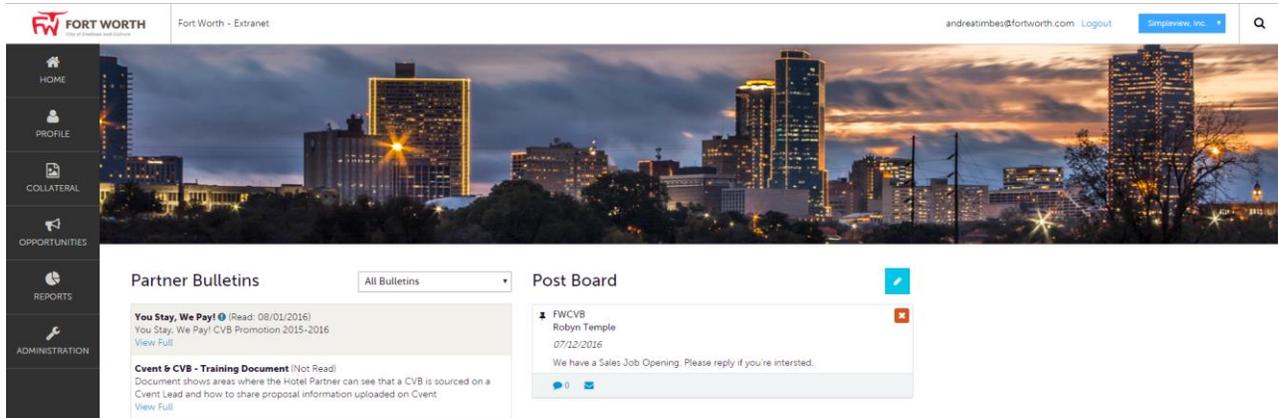
[Click Here to Login.](#)

The username will always be your individual full email address. Initially you will be assigned a temporary password delivered by email. Enter this temporary password and you will immediately be prompted to update your password.

If you misplace your password or have questions, contact AndreaTimbes@fortworth.com.

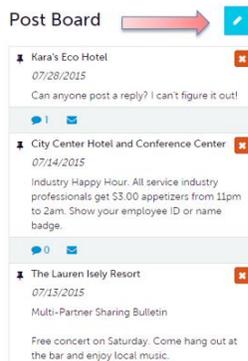
Getting Started

Once you have logged into the Partner Portal; depending on your level of access you will be able to view your account information and contact information, view and respond to leads and service requests, submit Events, order CVB resource material, view Reports and review Partner Bulletins.



Post Board

Post Board allows a user to communicate with other properties within their destination. Clicking on the caption bubble icon allows a user to reply to a post. There is also an email icon for contacting the poster via email.



Partner Bulletins

Partner Bulletins are important notices, documentation, events, etc. posted by the Fort Worth Convention & Visitors Bureau. Important bulletins will be marked with a blue and white exclamation mark.

These messages are sorted into categories and any attachments can be opened by clicking on the paperclip in the message.

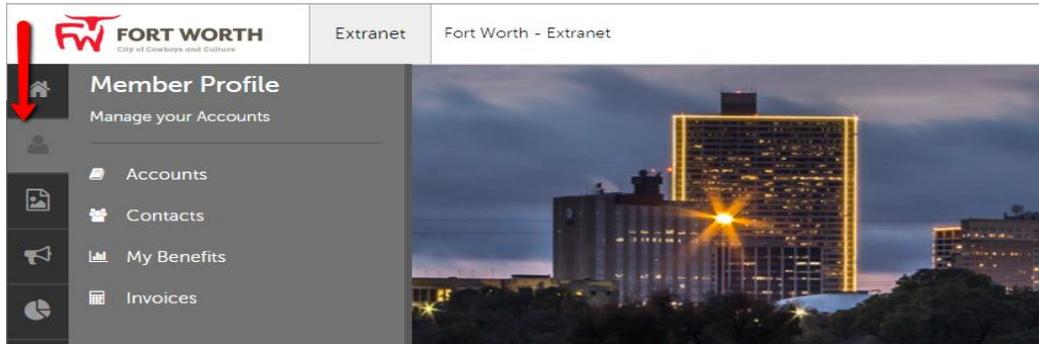


To see an expanded version of any message simply click on the **"View Full"** icon.

Member Profile

Clicking the **Member Profile** icon displays a property's information, such as Contacts, Account details and information about interaction with the FWCVB (same as the See All link in the "At A Glance" section), in addition to invoices sent by the FWCVB.

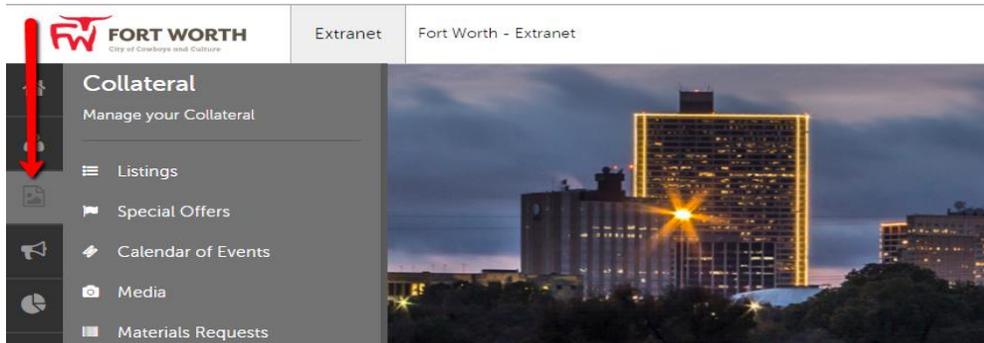
Note: Some of these options are just view and/or edit and/or add.



Collateral

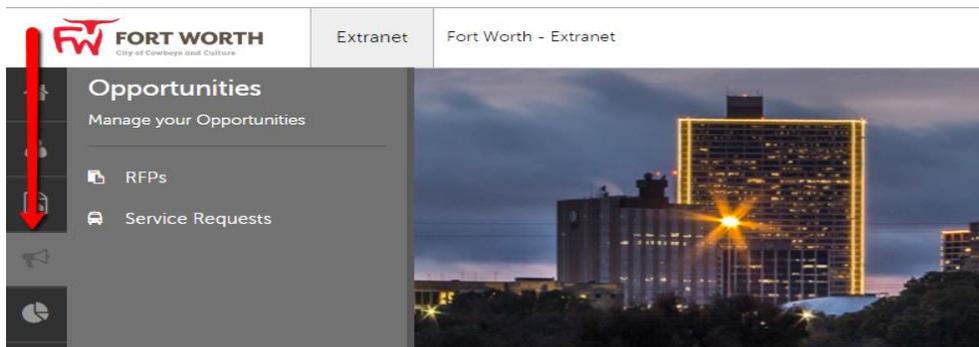
Clicking the **Collateral** icon, displays options for listings, special offers, calendar of events, media (i.e. images), and materials request from the Bureau.

Note: Some of these options are just view and/or edit and/or add.



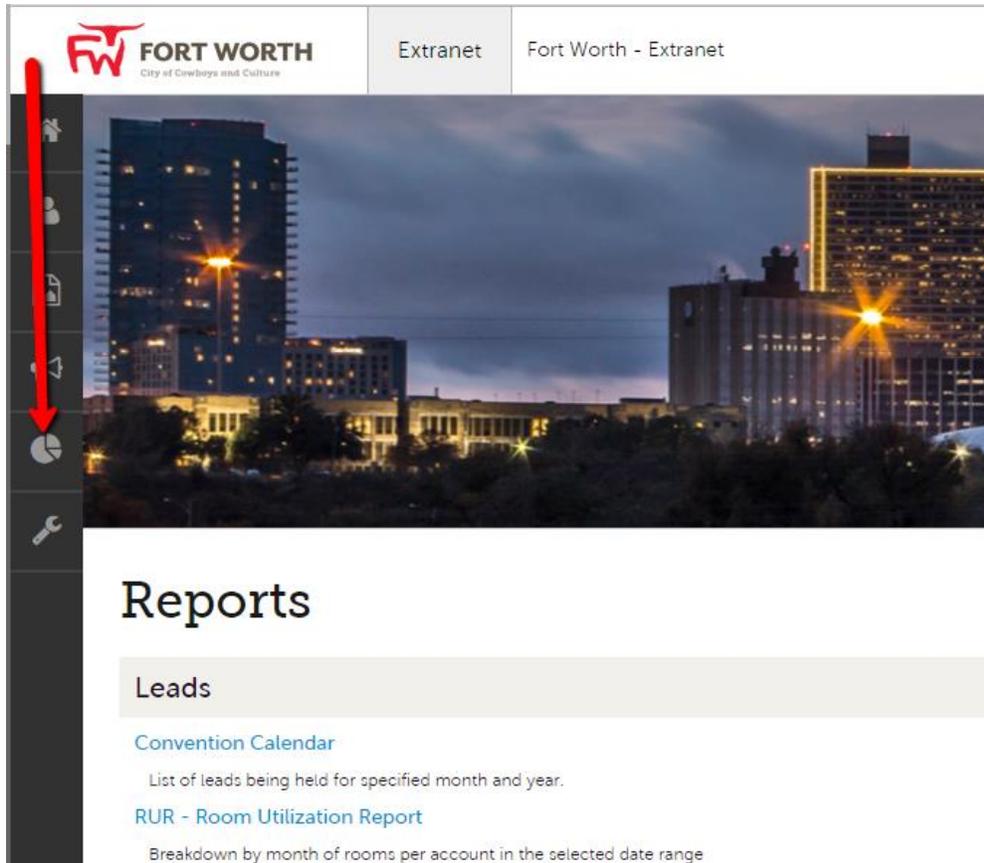
Opportunities

Clicking the **Opportunities** icon, displays options for RFPs sent by the FWCVB. Opportunities are separated into RFPs (Meeting and Tour Leads) and Service Requests (non-room specific RFPs).



Reports

By clicking the **Reports** icon, displays reports the Bureau has posted. To access a report simply click on the report name and it will open.



FW FORT WORTH
City of Cowboys and Culture

Extranet Fort Worth - Extranet

Reports

Leads

[Convention Calendar](#)
List of leads being held for specified month and year.

[RUR - Room Utilization Report](#)
Breakdown by month of rooms per account in the selected date range