

Connecticut Commission on Culture & Tourism
CTvisit.com Partner Content Management System (CMS)

User Guide for Event Organizers
110510

Overview

Go to <http://manage.CTvisit.com> and log on using your already approved user name and password.

How to:

1. Add a New Event
2. Add Event Photos
3. Edit Existing Events
4. Duplicate Venue, Contact & Address Information for Multiple Events
5. Get Help

Help While Entering the Data

? If you are uncertain about the type of information that is to be entered into any of the entry form fields, use the blue circle with a question mark located to the right of the field name. Move your pointer over the question mark and a help message will appear explaining what type of information is to be entered for that field.

Phone & Email Support

Contact Jean Hebert, 860-256-2739, Jean.Hebert@ct.gov or Rob Damroth at the Connecticut Commission on Culture & Tourism, 860-256-2749, Robert.Damroth@ct.gov.

Things to Keep in Mind

- **Save Your Work.** At any time in the editing process, you can click the **Save** button to have the system store your edited information. This will identify your listing as being **In Process** in the workflow and will not send an e-mail to CCT staff asking for approval.

- **Use Only the Steps You Need.** You are not required to complete all of the 5 Steps. If you don't have a photo to add to your listing or a special travel deal to offer, you are not required to complete these steps before submitting your information for approval.
- **The Edit Approval Process.** All submitted edits are reviewed before going live. See the section below the Steps for more information.

1. To Add a New Event:

- Once you have logged onto the system, click on the **Events link** shown in the left hand menu.
- Near the top of the page on the right hand side you will see a link for **Add New Event**. Click on this link to be directed to a blank **Event entry form**.
- Fill out the form with your event's information.
- **?** If you are uncertain about the type of information that is to be entered into any of the entry form fields, use the blue circle with a question mark located to the right of the field name. Move your pointer over the question mark and a help message will appear explaining what type of information to enter for that field.
- Once you have filled out the entry form, click the **Save** button. You then have the option to submit your event for approval, or add photos that will be connected with your event listing.

2. To Add Event Photos:

Click on the number **2 Photos** button on the top right hand corner of the page to be directed to the **Edit Event Photos** page where you can upload photos and images connected with your event.

- Click on the **Browse** button and search for the image file you would like to upload from your computer. The system accepts images in the JPEG (.jpg) format. For the best results, please only upload photos that are 1 MB (Megabyte) or smaller in file size.
- Once you have selected the photo file, click on the **Open** button to insert the file into the **Fullsize Photo box**.
- Next you can supply a short descriptive caption for the photo by typing the description into the **Caption Box**. Then click **Add Photo**.
- Once the photo has been added, a box will appear displaying **Existing Event Photos**. You can repeat this process to upload up to 6 photo images for your listing.
- Select the Primary Image that will appear in the CTvisit.com search results and on the summary page of your listing by clicking on the **edit pencil** located to the left of the image you want to select. Select **Yes** from the

drop-down box to the right and then click the **Update** link to make this photo your Primary Image.

- Once you finish uploading your event photos, click on the **Submit for Approval** button.
- You will then be directed to where you can enter comments noting what you changed in the listing for CCT staff and then click **Submit for Approval** a second time.

3. To Edit Existing Events:

- For first time users who have previously submitted events to be posted on CTvisit.com, please search for the event name before entering your information in the system. This will save you time and avoid duplication of pre existing events on CTvisit.com. You may edit these events which will then place them in your **Activity List** for future editing.
- For repeat users, once you have re-logged onto the system for the second time, click on the name of the event you would like to edit in **Activity List** shown on your user home page,
- OR click on the **Events** link shown in the left hand menu. This will give you the ability to search for existing events linked to your partner account.
- Click on the name of the event you would like to edit. This will direct you to that event's entry page.
- Once the event entry page is open, make your corrections and click **Submit for Approval**.
- Then include a comment noting what you changed in the listing for CCT staff and click **Submit for Approval** a second time.

4. To Duplicate Venue, Contact & Address Information for Multiple Events:

You do not have to continuously re-enter the same information if your organization holds multiple events that utilize the same venue, address and contact information

- After logging onto the system, click the **Events** link in the left hand menu.
- Click on the name of an event that has been submitted for approval or has been approved that is using common information which you would like to duplicate.
- Once the **Event entry form** is open, click on the **Duplicate** button to create an entire duplicate record of the event.
- Edit the name of the event, description, dates, times and admission for the new event. Then click **Submit for Approval**.

The Edits Approval Process

1. An email is automatically sent to CCT notifying staff that you have information pending once you have clicked on the **Submit for Approval** button.

2. All additions or edits made to your listing are reviewed by CCT staff before changes appear live on CTvisit.com. This extra step provides you security that the information is complete, accurate, free of grammar or spelling errors and takes best advantage of CTvisit's editorial style. Please allow up to two business working days for updates to appear live on CTvisit.com.
3. You will receive a return e-mail once the content is posted to CTvisit OR if further edits are needed.