

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

User Guide for Accommodation & Attraction Partners
110510

Overview

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

- Step 1: Enter **Summary** information for your listing
- Step 2: Enter **Amenities** information
- Step 3: Upload **Photos** to your property listing
- Step 4: Check off additional **Attributes** to your listing
- Step 5: Add or edit **Travel Deals** to your listing

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.

Step 1: Entering Summary Information

Once you have logged into the system using your username and password, you will arrive at a page that will list the property(s) and activity connected to your user account.

Click on the name of your property you want to edit and you will be directed to the summary entry page for that listing. Enter the basic information connected to your property.

- Property name
- Physical Address
- Contact Phone, Fax and E-mail for the public
- Mailing address information
- Primary Contact information including name, title, phone, fax and e-mail
- Etc.

? If you are not certain what type of information is to be entered into a field, move the cursor over the question mark next to the field and a help message will appear explaining what type of information is to be entered for that field.

Click the **Save** button after you have supplied the Summary Listing information.

Step 2: Entering your Amenities information

Click on the number **2 Amenities** button on the top right hand corner of the page to go to the Amenities entry area.

Once in the Amenities entry area, you will see a drop-down box. This box will include:

For Accommodations:

- Facility Amenities and Room Amenities. Select an amenities section from the drop-down, one at a time, and you will be directed to a list with check boxes. Click all that apply and then click **Save**.

- Campgrounds have two additional amenities sections available for entry: *Campground Facilities on Premises* and *Campground Facilities Nearby*.

For Attractions:

- General Attraction Amenities. Select this section from the drop-down and you will be directed to a list with check boxes. Click all that apply and then click **Save**.
- Parks & Forests have two additional amenities sections available for entry: *Park & Forest Facilities* and *Park & Forest Handicapped Access*.

Step 3: Uploading your Property Listing Photos

Click on the number **3 Photos** button on the top right hand corner of the page to go to the Edit Property Photos page where you can upload photos and images connected to your listings.

- 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.
- 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 Property Photos**. You can repeat this process to upload up to 6 photo images for your listing. Once a photo appears in the Existing Property Photos area, it has been saved to the system.
- 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.

Step 4: Adding additional Attributes to your listing

Click on the number **4 Attributes** button on the top right hand corner of the page to go to the **Edit Property Attributes** page where you can select additional Attributes that are connected to your property.

- Click on the downward arrow appearing under **Add New Attribute**. This will expand the available attributes list connected with your property type.
- Move your pointer over any choice on the list and, once the selection is highlighted, click it to open the entry box for the selected attribute.
- **?** 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 entered in the Attribute information, click on **Add Attribute**. The Attribute will then be saved and appear below in the **Existing Attributes** list.
- You can then repeat this process until you have entered in all of the Attributes that have relevance to your property.
- You can modify any **Attribute** you have added by clicking on the **edit pencil** to the left of any **Attribute** to open the entry box to make edits.
- You can also delete any **Attribute** appearing in the Existing Attributes list by clicking on the red **X** to the left of the Attribute you would like to delete.

Step 5: Adding or Editing Specials for your listing

Each accommodation and attraction has the ability to publicize their own property's special travel deals or discount packages. Click on the number **5 Specials** button on the top right hand corner of the page to go to where you can either add a new special or edit an existing special.

To Add a New Special:

- Just under your property's name is a link for **Add New Special**. Click on the link and you will be directed to a blank **Specials** entry form.
- Enter the name of your special package or discount, starting date and ending date of your special, contact information for the public to use for additional information, and a description of your special.
- At the top of the **editor for the special's description**, you have additional buttons that can make your description easier to paste from a plain text file or a Microsoft Word file. You also have editing buttons for bolding text or italicizing text that is highlighted.
- Once you have completed the **specials entry form**, click on the **Submit for Approval** button. You will then be directed to a place where you can add comments to assist the CCT staff with the posting of your special. Click the **Submit for Approval** button a second time to send the comments to CCT.
- Multiple specials can be connected to a property. You need to repeat the above process for each new entry.

To Edit an Existing Special

- If you have an existing special that you would like to edit, you will find it shown in a list on the Specials page.
- To edit a special, click on the name of the special that appears in the list which you would like to edit. This will open the specials entry form and you can edit any of the existing content.
- Once all of your edits are done, click the **Submit for Approval** button, then supply comments noting what you changed on the listing for CCT staff.
- Click the **Submit for Approval** button a second time to forward your comments to CCT staff.

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.