CTVisit.com – Webinar for America 250 | CT Event Planners

Basic instructions for getting set up on CT Visit and for entering events are listed below. For more detailed information, please refer to the tourism partner CMS guide or watch their video on posting an event listing (both linked from the [Partner Login page](#) of CTVisit.com).

1. Partner account – Partner login at the bottom of the website - https://ctvisit.com/user/login
   a. If you're not sure whether your town/org has an account, email Rob Damroth to check - robert.damroth@ct.gov
   b. If needed, request a partner account.
   c. Once in, you'll see a partner dashboard, which is where you control your listing/events/etc.
   d. If needed, create a listing for your organization.
2. Create event:
   a. <u>Required</u> Information for event listings:
      i. Title
      ii. Body (Description)
      iii. Start/end date & time
      iv. Display time (i.e., Friday 8:30 a.m. – 5 p.m.)
      v. Full physical address
      vi. Contact Email
   b. **TIPS:**
      i. First write your content, especially for the description, in a word processing document and use "CTRL+Shift+V" to paste in without formatting.
      ii. If your event goes past midnight on one day, end it on the same day at 11:59 p.m. to ensure that the listing is accurate.
      iii. The event automatically saves as you're clicking through tabs.

c. **Image:** You/your organization <u>must</u> have the rights to use the image that you upload.
   i. **TIP:** try to use images without lots of copy, as they don't translate well (i.e., use a photograph instead of an event flyer)
d. Under "Categorization" – check "CT250 Requested."
e. Once all required & desired information is entered, preview the event to ensure it looks like you want it to. When you're ready, update the event to "Review" and it will be sent to CTH/CT Visit staff for approval.
f. If you're creating multiple, similar events, you can clone one that you've already created.

Resources:

- On [Partner Login page](#) – tourism partner CMS guide, video (Bottom right of page, under "New to CTvisit.com?")
- General CTVisit/Tourism questions :
  o Rachel Lenda: Rachel.Lenda@ct.gov; cell - 860-771-0271
- Trouble entering an event/listing or questions about existing listings:
  o Rob Damroth: robert.damroth@ct.gov
- Questions about America 250 | CT
  o Cyndi or Rachel: info@ct250.org