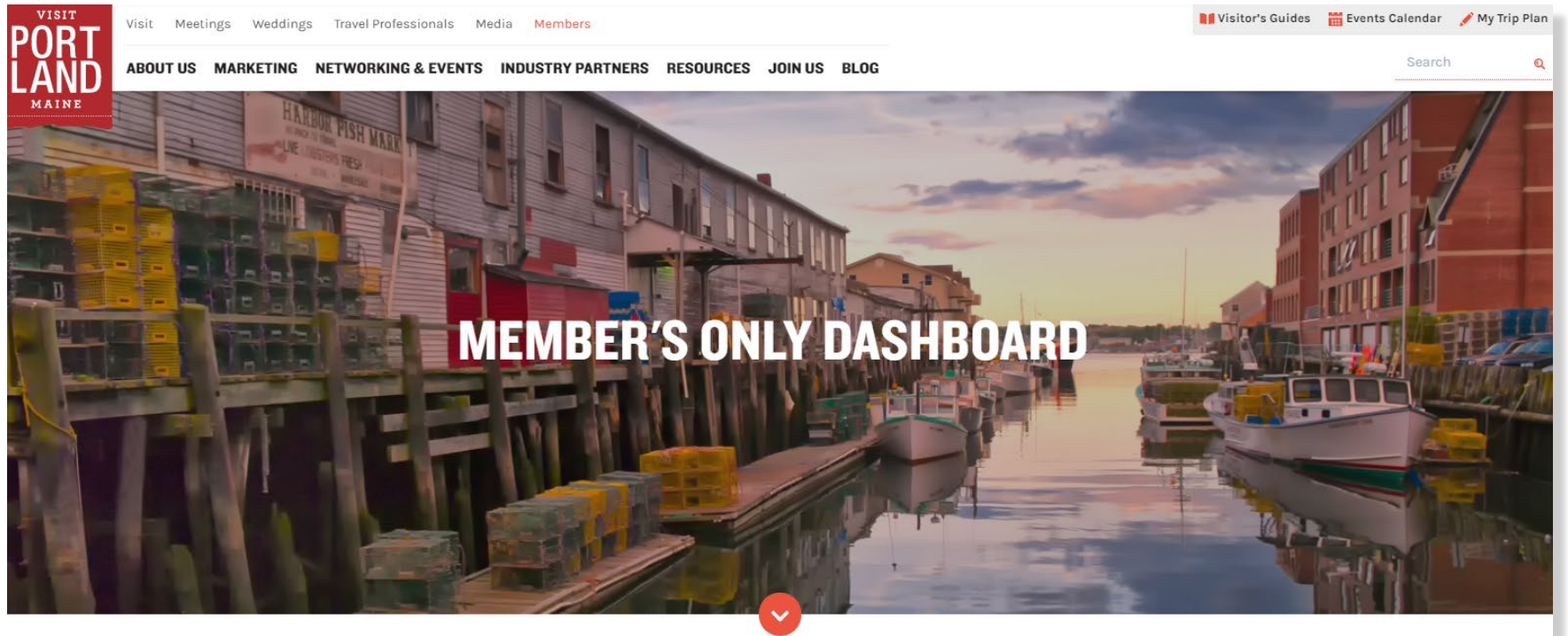


NAVIGATING YOUR VISIT PORTLAND PARTNERSHIP DASHBOARD



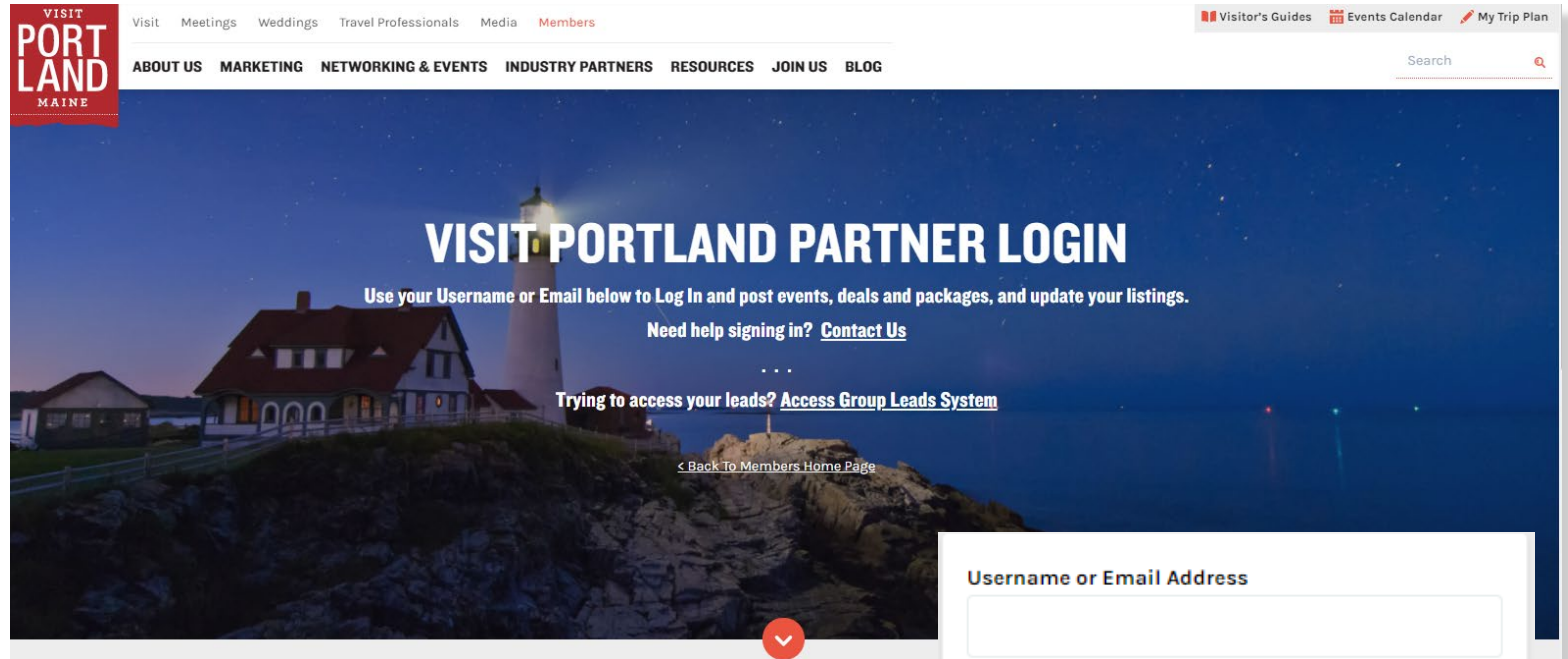
As a partner of Visit Portland, we make working with us easy.

We've put this document together to help you navigate your partner dashboard.

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- [Page 3](#) ... View your listing(s)
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- [Page 6](#) ... Add Events + Deals (submit changes to already created events/deals)
- [Page 9](#) ... Access link to Leads Dashboard (*separate system*)
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SIGN INTO YOUR DASHBOARD



<https://www.visitportland.com/members/login/>

Login using your Visit Portland Username/Email Address and Password

If you are unsure of what your login is, email news@visitportland.com

Username or Email Address

Password

Remember Me

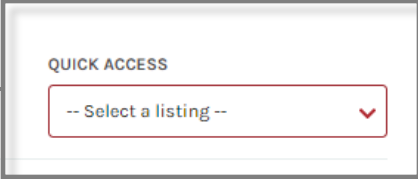
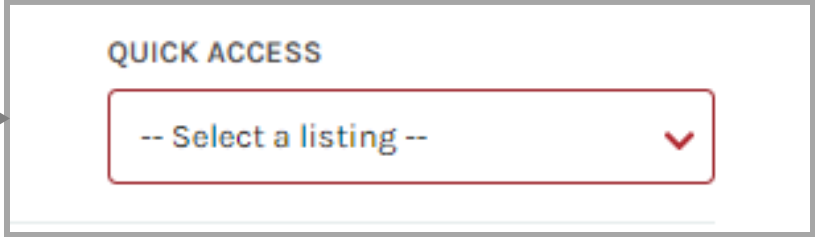
Log In

[Lost your password?](#)

VIEW YOUR LISTINGS

You can view your listing(s) across all Visit Portland Sites:
Visit, Meetings, Weddings, or Travel Trade

Click the *red drop down arrow* under
Quick Access where it says “Select a Listing”



DASHBOARD

[Submit New Deal +](#) [Submit New Event +](#)

[Update Profile →](#) [Log Out →](#)
Username
Email

ACCESS YOUR LEADS

One of the primary focuses of Visit Portland is to promote the Greater Portland region as a primary destination for Conventions, Meetings, Events, Sports, Reunions, and Weddings. Our group marketing team spends countless hours at tradeshows and on the phone with planners working to bring their group or event to Maine. Can't get in with your email? [Contact Us](#)

[ACCESS YOUR LEADS ACCOUNT](#)

SUBMIT UPDATES TO YOUR LISTINGS

Changes will be submitted to Visit Portland for approval and we will update your partner listings.

Click the link under the *Quick Access* feature and select *"Update Profile"*

DASHBOARD

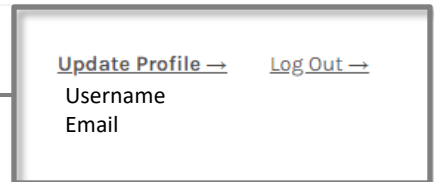
[Submit New Deal +](#) [Submit New Event +](#)



[Update Profile →](#) [Log Out →](#)

QUICK ACCESS

-- Select a listing -- ▾



[Update Profile →](#) [Log Out →](#)
Username
Email

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[ACCESS YOUR LEADS ACCOUNT](#)

SUBMIT UPDATES TO YOUR LISTINGS (CONT'D)

Fill out applicable contact information. Under *“Tell Us What You Want to Change”* outline what you’d like a staff member to update on your behalf.

*Example: I would like to update the gray textbox of my Meetings listing to say...
I would like to update the “about us” section of my Visit listing to say...*

UPDATE YOUR MEMBER LISTING

Changes will be submitted to Visit Portland for approval and we will update your member listings.

Tip: Open up a new browser window and use the “search bar” on our website’s top menu to find all your business listing(s). This will allow you to easily review your descriptions and specs while updating us with this form. If it helps, simply copy and paste your content into the form first and tell us what to change.

BUSINESS NAME*

CONTACT NAME*

CONTACT EMAIL

TELL US WHAT YOU WANT TO CHANGE. BE SPECIFIC. EXAMPLE: I WANT TO CHANGE MY MEETINGS DESCRIPTION TO...

Paragraph **B** *I* [List] [List] [Quote] [List] [List] [List] [Link] [Image] [Table]

Be sure to indicate which listing you are changing ie: Visit, Meetings, Weddings, or Travel Professionals

CHANGE PHOTO

No file chosen

(max of 6MB) (jpg and jpeg files only) Images must be approved. You must send a license for copyright authorization. Contact our admin office for help. Email: changes@visitportland.com. If you have an enhanced web listing, please contact us to send multiple photos with licenses. If your submission times out, please decrease your image size below 6MB and resubmit.

PHOTO LICENSE / PHOTO CREDIT

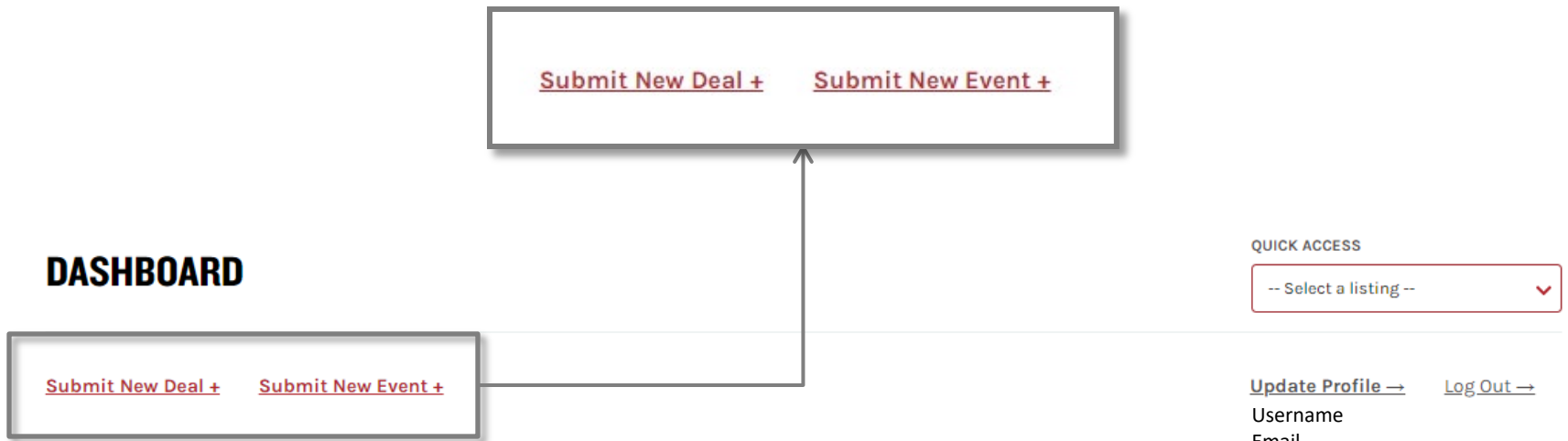
If attached an image, the license must be submitted for authorization rights. Please include the photo credit (photographer) and a description of the image.

Make sure to include photographer credits when uploading a new photo into the system.

Example: Photo Courtesy of ABC Photography

SUBMIT NEW DEAL OR EVENT

You can navigate to the *“Submit New Deal”* and *“Submit New Event”* feature by tapping the *red links* just under the Dashboard header.



ACCESS YOUR LEADS

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[ACCESS YOUR LEADS ACCOUNT](#)

SUBMIT NEW DEAL OR EVENT (CONT'D)

Once there follow the instructions on the Deals or Events Forms to completion

DEAL SUBMISSION FORM

Use this platform to connect with visitors and locals, tour operators, event planners, brides, and more.

When submitting a photo, the image **must be authorized and less than 6MB**.

SELECT A BUSINESS LISTING

TITLE OF THE DEAL

0 of 32 max characters

Keep it brief. Example: "Valentine Package" OR "Lobster Lovers"

EXCERPT: TAG LINE*

0 of 80 max characters

(80 character limit) Short description of your deal. Tip: Catch their attention with this short description.

DESCRIPTION OF THE DEAL*

0 of 300 max characters

(300 Character Limit) Describe what is included in the promotion.

SUBMIT YOUR EVENTS FOR THE PUBLIC EVENTS CALENDAR

Use this platform to connect with visitors and locals - Submit your event, performance, etc.

If posting daily tours, please **submit one entry** for the business and include all tours, schedules and info as one event.

We strive to keep the events calendar friendly for our users and the #1 resource for what to do in Greater Portland.

All submissions are approved by Visit Portland before going live.

When submitting a photo, the image **must be authorized and less than 6MB**.

Please read through each field below for character limits to help guide you.

If you need assistance, contact us: news@visitportland.com

LISTING

TITLE OF EVENT*

0 of 30 max characters

(30 character limit) To keep our event calendar consistent, please shorten the title of your event. Tip: "Make it catchy and grab their attention".

You can put the full title in the additional details field below.

EXCERPT: TAG LINE*

0 of 70 max characters

(70 character limit) Grab the attention of viewers with a short description of your event.

PHOTO UPLOAD (NOT REQUIRED BUT RECOMMENDED IF OWN THE RIGHTS TO A PHOTO FOR THE EVENT)

 No file chosen

Photos must be less than 6MB. Please send a horizontal image. If your submission times out, please decrease the size (resolution) of the image file and try again. Need to be jpg or jpeg files. All photos are reviewed by the Visit Portland staff. Please include your license number (proof of ownership) in order for us to post with your event submission.

PHOTO AUTHORIZATION / LICENSE / PHOTO CREDIT

Photo is optional. Your event will still be posted if no photo is attached. You will be responsible for all copyrights to the photo attached. Please include who the photo is credited to and a description of the photo.

PHOTO CREDITS

Make sure to include photo credits when uploading a new photo into the system.

If the photo is too large to attach send to news@visitportland.com

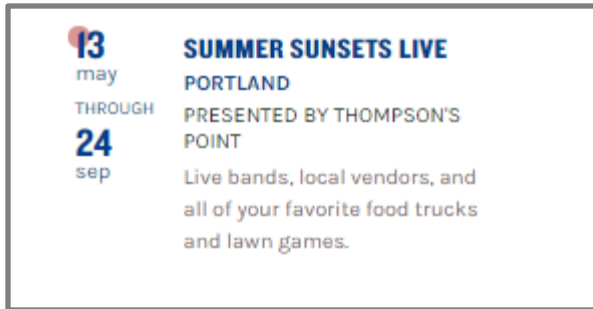
SUBMIT NEW DEAL OR EVENT (CONT'D)

Here are a few key terms to know when filling out a deal or event on the dashboard

EXCERPT: TAG LINE

70 Characters

Grab the reader's attention



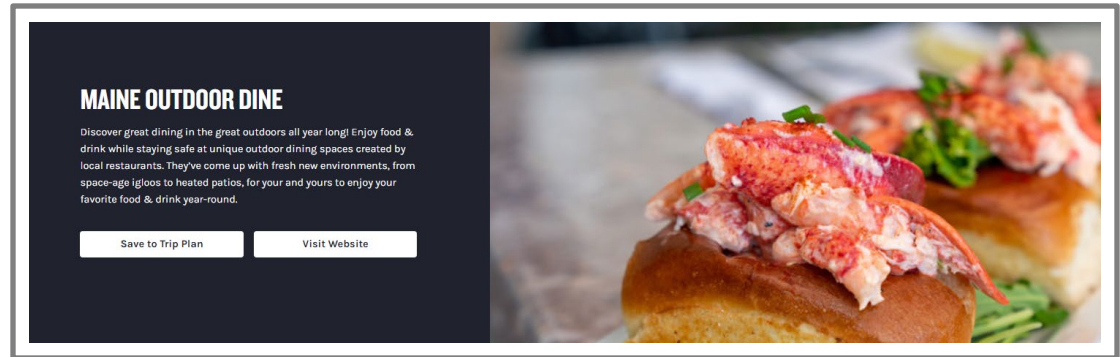
13
may
THROUGH
24
sep

SUMMER SUNSETS LIVE
PORTLAND
PRESENTED BY THOMPSON'S
POINT

Live bands, local vendors, and
all of your favorite food trucks
and lawn games.

DESCRIPTION

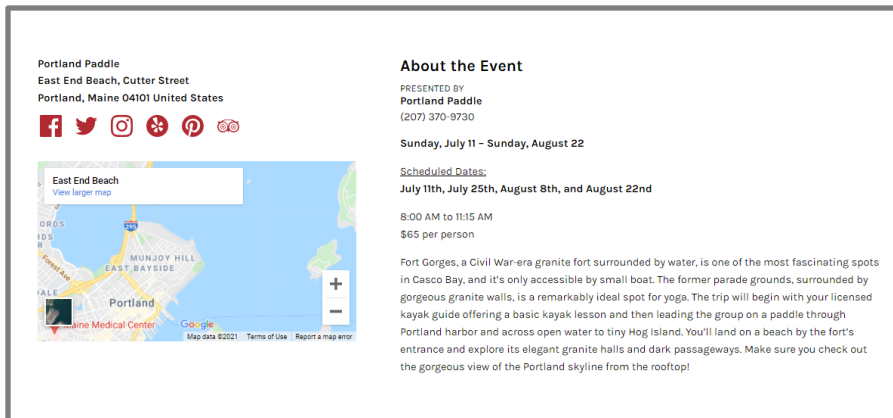
500 Characters | Describe the event



MAINE OUTDOOR DINE

Discover great dining in the great outdoors all year long! Enjoy food & drink while staying safe at unique outdoor dining spaces created by local restaurants. They've come up with fresh new environments, from space-age igloos to heated patios, for you and yours to enjoy your favorite food & drink year-round.

Save to Trip Plan Visit Website



Portland Paddle
East End Beach, Cutter Street
Portland, Maine 04101 United States

[f](#) [t](#) [i](#) [+](#) [p](#) [@](#)

East End Beach
View larger map

About the Event

PRESENTED BY
Portland Paddle
(207) 370-9730

Sunday, July 11 - Sunday, August 22

Scheduled Dates:
July 11th, July 25th, August 8th, and August 22nd

8:00 AM to 11:15 AM
\$65 per person

Fort Gorges, a Civil War-era granite fort surrounded by water, is one of the most fascinating spots in Casco Bay, and it's only accessible by small boat. The former parade grounds, surrounded by gorgeous granite walls, is a remarkably ideal spot for yoga. The trip will begin with your licensed kayak guide offering a basic kayak lesson and then leading the group on a paddle through Portland harbor and across open water to tiny Hog Island. You'll land on a beach by the fort's entrance and explore its elegant granite halls and dark passageways. Make sure you check out the gorgeous view of the Portland skyline from the rooftop!

ADDITIONAL DETAILS

No Character Limit

Be specific and put in as many details as you'd like. If this is a reoccurring event, please add the range of dates in this section.

ACCESS YOUR LEADS ACCOUNT

Group members have access to our Leads System*
The orange button, *“Access Your Leads Account”* will take you to the login screen.

*This is a separate system from the Partner Dashboard. If you do not know your login for the leads system, email sales@visitportland.com

Visit Portland

Need Help?

Contact Us: sales@visitportland.com

Email:

Select Company

Password:

DASHBOARD

[Submit New Deal +](#) [Submit New Event +](#)

QUICK ACCESS

-- Select a listing --

[Update Profile →](#) [Log Out →](#)

Username
Email

ACCESS YOUR LEADS

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ACCESS YOUR LEADS ACCOUNT

TRACKING WEB STATS WITH GOOGLE ANALYTICS

Visit Portland uses a *UTM tracking code* to capture traffic from the “Visit Website” button on your web listing. You can view this under your *own* Google Analytics account under “Campaigns”

DASHBOARD

[Submit New Deal +](#) [Submit New Event +](#)

ACCESS YOUR LEADS

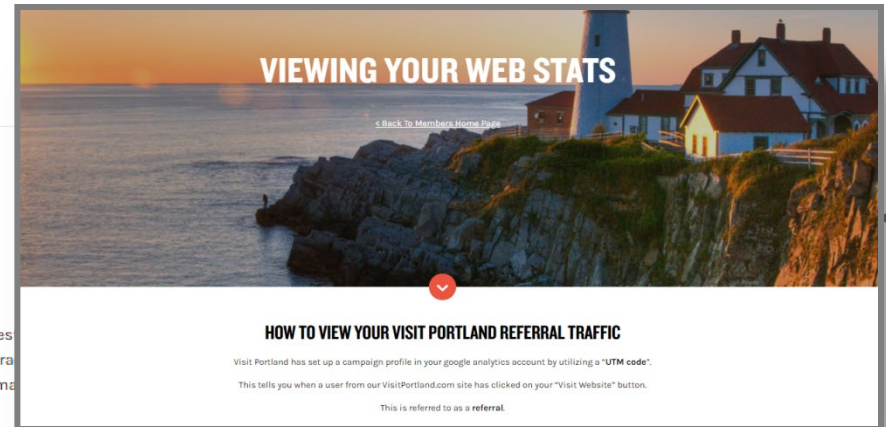
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[ACCESS YOUR LEADS ACCOUNT](#)

TRACKING WEB STATS

Visit Portland has set up a campaign profile in your google analytics account by utilizing a “UTM code”. Tracking your web referrals is important to measure your ROI and this makes it easy! This tells you when a user from our VisitPortland.com site has clicked on your “Visit Website” button.

[Learn More](#)



“Learn More” brings you to a step-by-step educational resource

PAY AN INVOICE ONLINE

Below Tracking Web Stats you'll find the *"Pay an Invoice Online"* feature. Click "Start Here" and use the *Pay Now** button to pay dues.

VISIT PORTLAND SAFE ONLINE PAYMENTS

Use the **Pay Now** button to pay your new or renewal membership dues or any other Visit Portland invoice.

DIRECTIONS

First complete the required fields on this page.

After clicking "Pay Now", complete the amount you wish to pay on the next page.

Sign into PayPal or choose Don't have a PayPal account? to pay by credit or debit card.

After you complete the transaction will you be directed to a "success" page.

PAY AN INVOICE HERE

Step 1: Use the drop down below to indicate what you are paying for.

Step 2: Please indicate your **Business Name** and **Invoice Number**.

If you do not have an Invoice Number, please indicate what you are paying for.

Step 3: Click "Pay Now" button. You will be directed to the PayPal screen.

Payment Reason
New Membership

Business Name

Invoice # or Reason

Pay Now

VISA MASTERCARD AMERICAN EXPRESS

TRACKING WEB STATS

Visit Portland has set up a campaign profile in your google analytics account by utilizing a "UTM code". Tracking your web referrals is important to measure your ROI and this makes it easy! This tells you when a user from our VisitPortland.com site has clicked on your "Visit Website" button.

[Learn More](#)

PAY AN INVOICE ONLINE

You can now pay your membership dues or marketing invoice easily online.

[Start Here](#)

Convention and Visitors' Bureau of Greater Portland

Purchase details

Description
Enter Amount to Pay

Price per item USD

Quantity
1

Continue

*Pay via Credit card or PayPal

Please note: Visit Portland's official legal name is Convention & Visitors' Bureau of Greater Portland – you are in the right spot!