Visit Fort Worth
111 W. 4th Street | Suite 200 | Fort Worth, Texas 76102-3951

Partner Portal Instructions
Partner Profile
(Contact)

Viewing Your Member Profile:

Click on the **Profile Icon** on the left side navigation panel. This will display the details on file for your Partner account with Visit Fort Worth.

Contacts:

The Contacts tab provides you a list of the contacts on file with Visit Fort Worth, and their status. You have the ability to manage the contact's status, contact information, and to create new contacts. If you are adding a contact, you will need to contact your representative at Visit Fort Worth to determine the level(s) of access this person should receive.

Manage Contact Details:

After you click the Profile icon and then Contacts, you will be presented with a list of all the contacts associated with your property. On this page you can Add, Edit, View, or Clone (i.e. duplicate) a contact depending upon your Partner Portal permissions.

When you view or edit a contact, you can quickly scroll to a section on the page by clicking the links of the left of the page. If you are viewing a contact, the top left will display an Edit button. If you are editing a contact, the top left will display a Save button. *You must click the Save button before changes are applied!*

IMPORTANT NOTE: If a contact has left your property it is your responsibility to notify the Bureau and/or change their contact type to "Inactive". This will disable their ability to login to the Partner Portal.