

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

**User Guide: Getting Started**  
**110510**

### **Getting Access to the System**

- You first need to have a partner account. Each property (what to do or where to stay) or event listing can have multiple approved partner accounts authorized to make changes.
- Once you have a partner account, you will be able to add and edit content for your listings on CTvisit.com.

**If you already have an account for current CTvisit.com “Specials” partners:** Go to <http://manage.CTvisit.com> and log on using your already approved user name and password.

### **Account Setup for New CTvisit.com Partners**

Steps:

1. Go to <http://manage.CTvisit.com>
2. On the log on page, click on the link that says **“Register if you don’t have an account”**. This will direct you to a form to fill out with your own username, password and contact information for your property and/or event. Be sure to double check the e-mail address that you enter as this is how we will communicate with you through the system.
3. Once you complete the form, click the **“Register & Choose Properties”** button located on the bottom of the form. NOTE: Event Organizers – skip to #7.
4. You will then be directed to a list of all properties that are currently listed on CTvisit.com. The drop-down list is in alphabetical order by town name, then the name of the property. Select your property name and click the **“Add Property”** button.
5. To add more than one property, repeat the property selection process above to add each additional property to your user account.
6. Once your properties appear in the Associated Properties list, click the **“Finish”** link at the bottom of the Associated Properties list.
7. An email is then automatically sent to CCT notifying staff that you are requesting a new partner account.
8. You will receive a return e-mail, with a link to the CTvisit partner log on page once your account has been activated. **Staff verifies all**

**registration requests so please allow up to two business working days for account approval.**

9. Follow the link to the log on page and enter the username and password you supplied during registration.

## **Listing Guidelines**

Please check the [Commission on Culture & Tourism's](#) website for listing guidelines:

[Listing Guidelines for Attractions & Accommodations](#)

[Listing Guidelines for Events](#)