

Colorado Springs Convention & Visitors Bureau

How to Log In and Update Your Information with the CVB

This will show you how to update information online, including your three deals that are visible on our website VisitCOS.com/deals. Please follow the step-by-step procedures below. If you have any questions, please contact Denise Noble (Denise@VisitCOS.com / 719-685-7621).

Step 1 – Log In

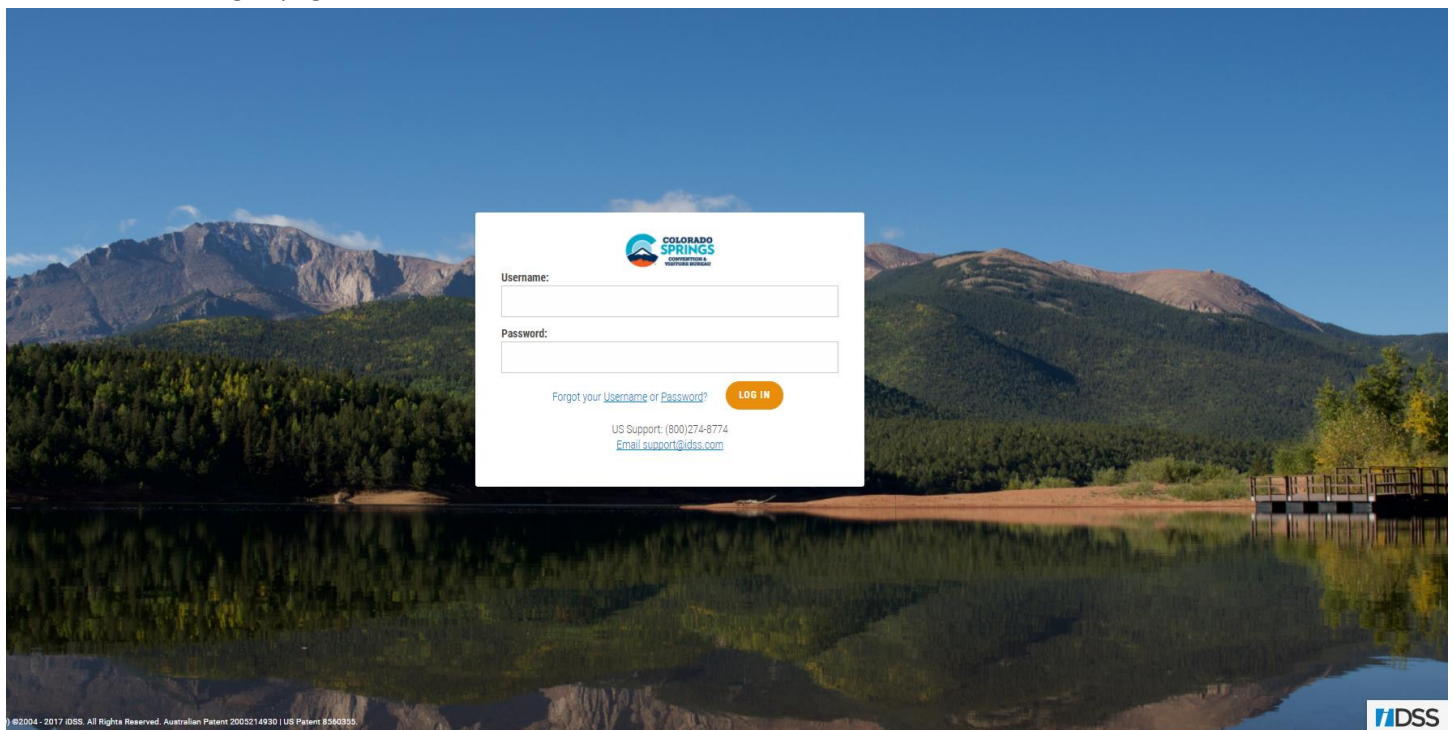
Log in here: visitcos.idss.com

User name: your first and last name (all lower case with no space eg. janedoe) or your email address

Password: If it is the first time you are logging into the system, please press “Forgot your Username or Password?”

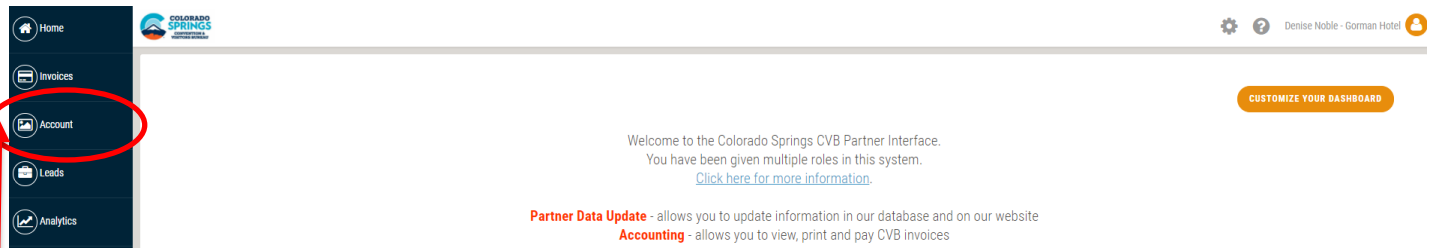
Within a few minutes, you will receive an email (note: please check your junk mail folder if you have not received the email within a few minutes). If you never get an email, contact Denise and she will assign you a new password.

Here is what the log in page looks like:

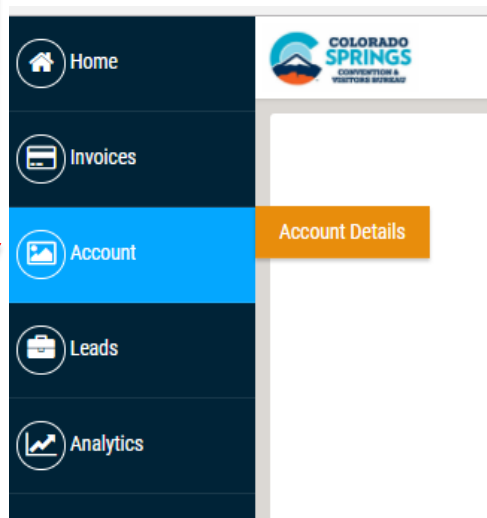


Step 2 – Access Account Area

- After you Log In, you will see the screen below



- Hover over **Account** in the left nav bar
- Click on **Account Details** from the fly out menu



Step 3 – Edit Content

- You can edit Account Information, Addresses, Contacts and Website Directory and Official Visitor Guide Descriptions.
- For changes to Account Information, enter data in the field and click the Submit button. If your business has changed names, please contact the CVB.
- For changes to the other sections, use the Add, Edit and Delete buttons and click on the Submit button when done. For contacts, please do not edit a contact name unless there is a name change due to marital status. If a new individual is taking over an existing role, please remove the old contact and add the new one in.

Account Name	Gorman Hotel	Website Link	http://www.visitcos.com
Main Phone	719-685-7621	Fax	719-635-4968
Email	amy@visitcos.com	Twitter	
Facebook	http://www.facebook.com/visitcos	YouTube	

Addresses

ADD

Type	Address	Edit
main	Colorado Springs, CO 80903 US	EDIT

Contacts

ADD

Name	Title	Phone	Email	Edit
Ms. Kelly Gorman	Partner Data Update	719-685-7621	kelly@visitcos.com	DELETE EDIT
Ms. Amy Long	GM	719-685-7621	amy@visitcos.com	DELETE EDIT
Denise Noble	Partner Data Update	(719) 685-7621	Denise@VisitCOS.com	DELETE EDIT

Description

Name	Description	Edit
3 Lodging->1 Hotels/Motels->1 - OVG	This is where the OVG listing copy goes.	EDIT
3 Lodging->1 Hotels/Motels->2 - Website Listing Description (45 words)	Enter your website listing description here, not to exceed 45 words.	EDIT
3 Lodging->1 Hotels/Motels->3 - Website Detail Page Description (45 words basic/300 enhanced)	Enter your website detail page description here. For basic pages, please do not exceed 45 words. For enhanced pages, you may submit up to 300 words. Please contact the partnership department if you are unsure what type of account you have.	EDIT



Step 4 – Edit Attributes and Images – Under the Details section, click Edit next to the Type that begins “Attributes”

Details

Name	Type	Parent	Edit
Gorman Hotel	Attributes Leisure - Lodging		EDIT
Deal 1	Deals		EDIT
Coupon 2	Deals		EDIT
Coupon 3	Deals		EDIT

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- Click on the boxes next to each attribute that applies to your business.
- Click on the drop down menus for Price, Star Rating, Diamond Rating and Reservations and choose the selection that applies. If these items do not pertain to your business, skip them.
- Include a link to your Pinterest page if applicable
- If you have an enhanced page, you may include up to two PDFs
- Upload images if you would like your current images changed or if you have images to add. Please ensure that images are 72 dpi for quick loading. Photos should be 1MB or less. Please do not include verbiage on your photos, as they are cropped from the middle out and may cut words off.

- Basic detail pages will have one image for the listing page, and one large image on the detail page
- Enhanced detail pages will have one image for the listing page, one large image on the detail page, and up to 9 additional photos.

i Account Detail Information

BACK CANCEL SUBMIT

Detail Name	Gorman Hotel		
Detail Type	Attributes Leisure - Lodging		

i Attributes

<input type="checkbox"/> AAA Discount	<input type="checkbox"/> AARP/Senior Discount	<input type="checkbox"/> Military Discount
<input type="checkbox"/> Group Discount	<input type="checkbox"/> Corporate Rates	<input type="checkbox"/> Kids Stay Free
<input type="checkbox"/> Kids Stay Free (some restrictions)	<input type="checkbox"/> Kids Eat Free	<input type="checkbox"/> ADA Compliant
<input type="checkbox"/> Family/Kid Friendly	<input type="checkbox"/> Group Friendly	<input type="checkbox"/> Free Continental Breakfast
<input type="checkbox"/> Free Hot Breakfast	<input type="checkbox"/> Free Breakfast Buffet	<input type="checkbox"/> Complimentary Snacks/Beverages
<input type="checkbox"/> Boxed Lunches Available	<input type="checkbox"/> Free Cookies at Check-In	<input type="checkbox"/> American Express
<input type="checkbox"/> Business Check	<input type="checkbox"/> Cash	<input type="checkbox"/> Cash Only
<input type="checkbox"/> Diners Club	<input type="checkbox"/> Discover	<input type="checkbox"/> MasterCard
<input type="checkbox"/> Personal Check	<input type="checkbox"/> Travelers Check	<input type="checkbox"/> VISA

PRICE	Unspecified	RATING - Diamond	Unspecified
RATING - Star	Unspecified	RESERVATIONS	Unspecified
Social - Pinterest		PDF1	Choose File No file chosen UPLOAD
PDF1 Title		PDF2	Choose File No file chosen UPLOAD
PDF2 Title		Image for Listing Page (400 x 300 px)	Choose File No file chosen UPLOAD
Detail Image - Main (1000 x 667 px)	Choose File No file chosen UPLOAD	Gallery Image 2 (Enhanced Pages Only - H or V, max file size 1MB)	Choose File No file chosen UPLOAD
Gallery Image 3 (Enhanced Pages Only - H or V, max file size 1MB)	Choose File No file chosen UPLOAD	Gallery Image 4 (Enhanced Pages Only - H or V, max file size 1MB)	Choose File No file chosen UPLOAD
Gallery Image 5 (Enhanced Pages Only - H or V, max file size 1MB)	Choose File No file chosen UPLOAD	Gallery Image 6 (Enhanced Pages Only - H or V, max file size 1MB)	Choose File No file chosen UPLOAD
Gallery Image 7 (Enhanced Pages Only - H or V, max file size 1MB)	Choose File No file chosen UPLOAD	Gallery Image 8 (Enhanced Pages Only - H or V, max file size 1MB)	Choose File No file chosen UPLOAD
Gallery Image 9 (Enhanced Pages Only - H or V, max file size 1MB)	Choose File No file chosen UPLOAD	Gallery Image 10 (Enhanced Pages Only - H or V, max file size 1MB)	Choose File No file chosen UPLOAD

Partner Note to CVB

- You may also include a note to the CVB for clarification on replacing photos, etc.
- Once you have completed changes on this page, click the orange Submit button

Step 5 – Add or Edit up to three Deals

- Go back to your main Account Details page and go to the Details section
- Click Edit next to the Deal you wish to update
- Detail Name – This is the internal name. Please leave “Deal #” here, but you are welcome to place a brief description afterwards. Eg. Deal 1 – 10% off
- Deals Category – Choose which category your business falls under
- Enter your Company Name, Deal Name, Deal Details, Deal Promotional Code, Deal URL (if you don’t have a specific page with your deal on it, please include your main website URL), and choose your Deal Start and End Dates. These dates can be as long or as short as you’d like. For the deal to show, you must have an end date entered. All of this information will be shown online.

- Your deals may overlap one another if you so choose
- You will receive a reminder email approximately two weeks before your deal ends for you to update it, or allow it to expire

Account Detail Information

BACK

CANCEL

SUBMIT

Detail Name	Deal 2		
Detail Type	Deals		
Attributes			
Deals Category	Unspecified	Company Name	
Deal Name			
Deal Details	<div style="border: 1px solid #ccc; height: 40px;"></div>		
Deal Promotional Code		Deal URL - enter full URL, including http or https	
Deal Start Date		Deal End Date	

Once you have submitted your section changes, you will notice that they are now highlighted

Description

Name	Description	Edit
3 Lodging->1 Hotels/Motels->1 - OVG	This is where the OVG listing copy goes.	EDIT
3 Lodging->1 Hotels/Motels->2 - Website Listing Description (45 words)	Enter your website listing description here. Please do not to exceed 45 words.	EDIT
3 Lodging->1 Hotels/Motels->3 - Website Detail Page Description (45 words basic/300 enhanced)	Enter your website detail page description here. For basic pages, please do not exceed 45 words. For enhanced pages, you may submit up to 300 words. Please contact the partnership department if you are unsure what type of account you have.	EDIT
6 Meeting Planning->1 Full Service Hotels->2 - Website Listing Description (45 words)		EDIT

Details

Name	Type	Parent	Edit
Gorman Hotel	Attributes Leisure - Lodging		EDIT
Deal 1	Deals		EDIT

****IMPORTANT**** Even though you have clicked the submit button in each section, you'll need to click the submit button on your main account page when you are finished.

I'm all done editing – what now?

The CVB will be notified automatically the day after you **Submit** changes. Your proposed changes will be reviewed within 48 hours and either accepted with no changes, accepted with modifications and some may be rejected with an explanation. You will receive an email that includes details of the review. Please contact Denise at Denise@VisitCOS.com or call her at 719-685-7621 if you have any questions about why we made modifications or rejected any of your requested changes.