



How to Log In and Update Your Information, pay VCOS invoices and review traffic from our site to yours (Analytics)

This document will show you how to update information online, including your three deals that should be visible on our website VisitCOS.com/deals. Please follow the step-by-step procedures below. If you have any questions, please Kim Griffis: Kim@VisitCOS.com / 719-685-7627).

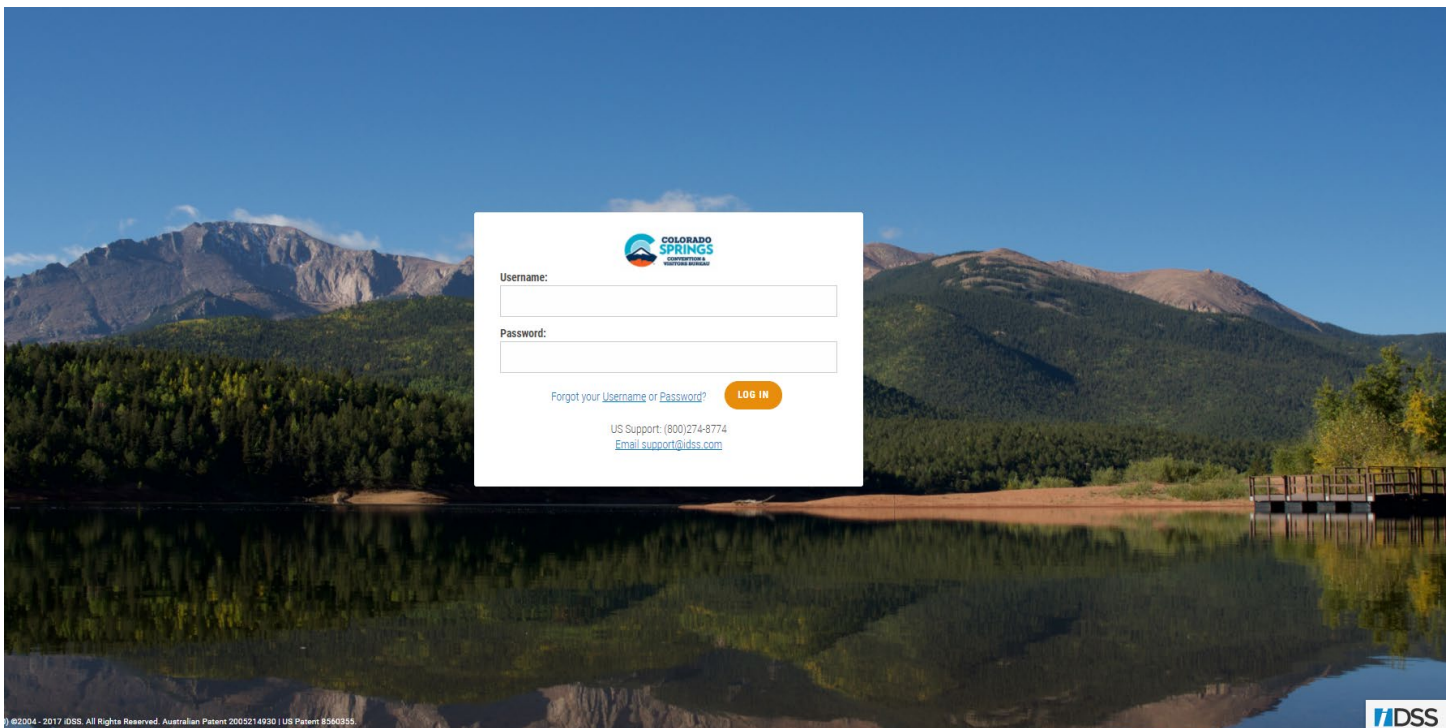
Step 1 – Log In

Log in here: visitcos.idss.com

Username: your first and last name (all lower case with no space e.g. janedoe) or your email address (if neither of these usernames work, please click on Forgot your Username or Password? Your username will be sent to your email address if we have it in our database.

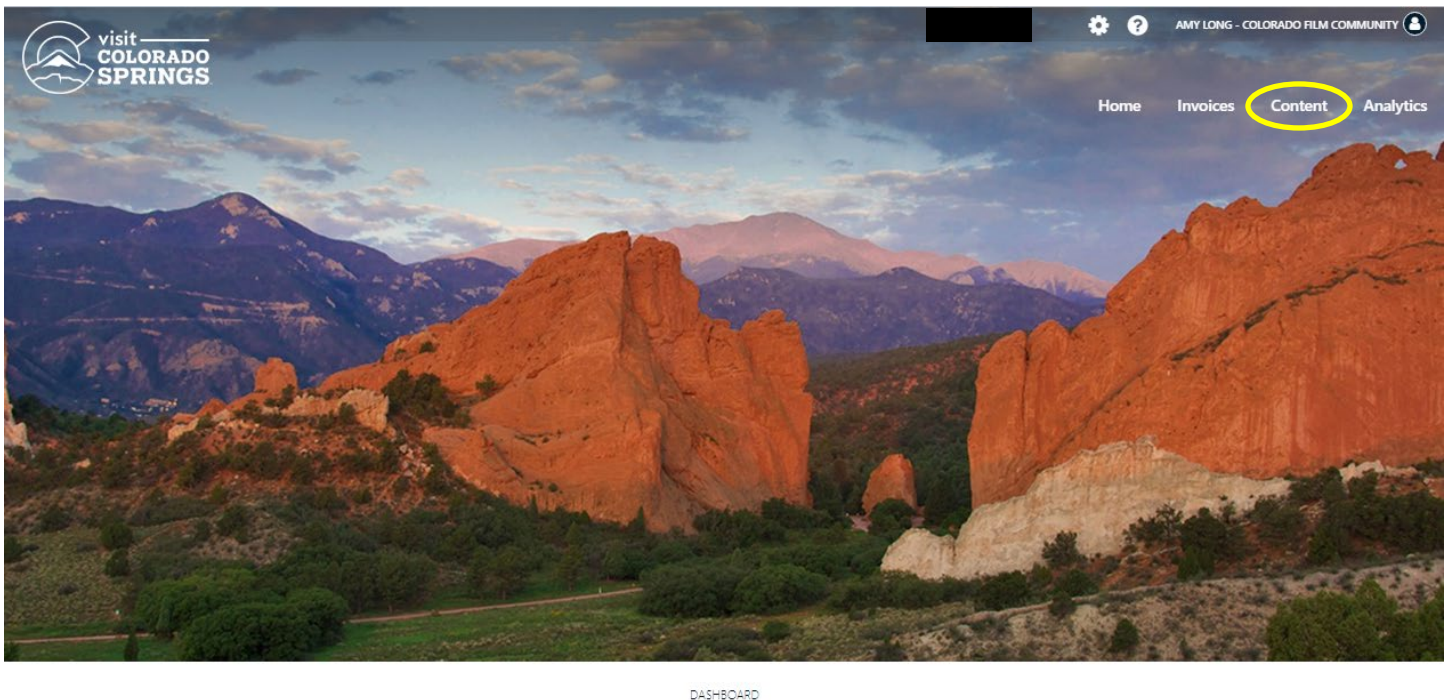
Password: If it is the first time you are logging into the system, please press “Forgot your Username or Password?” Within a few minutes, you will receive an email (note: please check your junk mail folder if you have not received the email within a few minutes). If you never get an email, contact Kim.

The log in page should look like this:



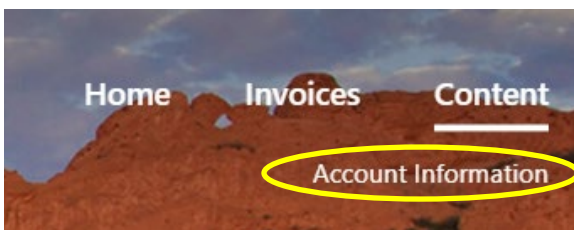
Step 2 – Access Account Area

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



WELCOME TO THE VISIT COLORADO SPRINGS PARTNER DATA UPDATE PORTAL

- Hover over **Content** in the top right navigation bar
- Click on **Account Information** from the dropdown menu



Step 3 – Edit Content

- You can edit Account Information, Addresses, Contacts and Website Directory and Official Vacation Planner (OVP) Descriptions – see screenshot on next page.
- For changes to Account Information, enter data in the field and click the Submit button. If your business name has changed, please contact Kim to update the Account Name field.
- For changes to the other sections, use the Add, Edit and Delete buttons and click on the Submit button when done.

- For contacts, **do not** edit a contact name unless there is a name change due to a typo, marital status or legal name change. If a new individual is taking over an existing role, please remove the old contact and add the new one in. This is very important so that we don't lose history with past employees at your organization.



Account

Account Information

☐ No Changes Needed

CANCEL

SUBMIT

Account Name	Colorado Film Community	Website Link	https://www.coloradofilm.org/
Main Phone	303-892-8769	Secondary Phone	
Fax		Email	kelly.baugh@state.co.us
Twitter		Facebook	
YouTube		Youtube-Vimeo Video Link	

Addresses

ADD

Type	Address	Edit
Mailing Address - Main Contact	1600 Broadway, Ste 2500 Denver, CO 80202 US	EDIT

Contacts

ADD

Name	Title	Phone	Email	Edit
Ms. Kelly Baug Deputy Film Commissioner	*Colorado Office of Film, Television & Media	303-892-8769	kelly.baugh@state.co.us	DELETE EDIT
Ms. Jane Dalecio	Colorado Springs Film Commission	719-685-7637	jane@visitcos.com	DELETE EDIT
Ms. Mary Hoffman	Southern Colorado Film Commission	719-588-8750	mary@filmsoutherncolorado.com	DELETE EDIT

Step 4 – Edit Attributes and Images – Under the Details section, click Edit next to the Attribute Type you wish to edit.

Details

Name	Type	Parent	Edit
Gorman Hotel	Attributes Leisure - Lodging		EDIT
Gorman Hotel (free enhanced pg) - Full Service	Attributes Meetings - Full Service Hotels		EDIT

- Click on the boxes next to each attribute that applies to your business.
- Click on the dropdown menus for Price, Star Rating, Diamond Rating and Reservations and choose the selection that applies. If these items do not pertain to your business or you don't wish to add them, skip these fields.

- You can include a link to your Instagram or Pinterest page if applicable
- If you have an enhanced page, you may include up to two PDFs – remember to give each PDF a title such as **Lunch Menu**.
- Be sure to click the **Submit** button frequently to save your changes.

Account
Gorman Hotel [Attributes Leisure - Lodging]

Type in a Detail Name, select a Detail Type and click the Submit button to view the attributes. Complete the attribute fields and click Submit AGAIN to complete.

Account Detail Information
BACK
CANCEL
SUBMIT

Detail Name	Gorman Hotel	Detail Type	Attributes Leisure - Lodging
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Spaces

Name	Space	Occupancy	Area	Edit
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Attributes

24-Hour Reception	<input checked="" type="checkbox"/>	Coffee/Tea Maker	<input checked="" type="checkbox"/>
Early Check-In Available	<input checked="" type="checkbox"/>	Late Check-Out Available	<input checked="" type="checkbox"/>
AAA Discount	<input checked="" type="checkbox"/>	AARP/Senior Discount	<input checked="" type="checkbox"/>
Military Discount	<input type="checkbox"/>	Group Discount	<input checked="" 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 checked="" type="checkbox"/>	Family/Kid Friendly	<input checked="" type="checkbox"/>
Group Friendly	<input type="checkbox"/>	Free Continental Breakfast	<input type="checkbox"/>
Free Hot Breakfast	<input type="checkbox"/>	Free Breakfast Buffet	<input checked="" type="checkbox"/>
Complimentary Snacks/Beverages	<input type="checkbox"/>	Boxed Lunches Available	<input type="checkbox"/>
Free Cookies at Check-In	<input checked="" type="checkbox"/>	American Express	<input checked="" type="checkbox"/>
Apple Pay	<input checked="" type="checkbox"/>	Business Check	<input type="checkbox"/>
Cash	<input checked="" type="checkbox"/>	Cash Only	<input type="checkbox"/>
Diners Club	<input checked="" type="checkbox"/>	Discover	<input checked="" type="checkbox"/>
MasterCard	<input checked="" type="checkbox"/>	Personal Check	<input checked="" type="checkbox"/>
Travelers Check	<input checked="" type="checkbox"/>	VISA	<input checked="" type="checkbox"/>
Accepts Manitou Money	<input type="checkbox"/>	Pet Deposit Required	<input type="checkbox"/>

- 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 or logos on your photos, as they are cropped from the middle out and may cut off words and logos. The ideal height and width are listed in the various field headers.
 - 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.




Hotel Reservation URL	<input type="text" value="http://www.visitcos.com"/>	Youtube-Vimeo Video Link	<input type="text"/>
PRICE	Unspecified ▼	RATING - Diamond	Unspecified ▼
RATING - Star	Unspecified ▼	RESERVATIONS	Unspecified ▼
Social - Instagram	<input type="text"/>	Social - Pinterest	<input type="text"/>
-Listing Image 4:3 min 400x300 pixels, 800x600 ideal	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD"/>	
Detail Page Gallery 2 - 800x600 pixels	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD"/>	
Detail Page Gallery 4 - 800x600 pixels	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD"/>	
Detail Page Gallery 6 - 800x600 pixels	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD"/>	
Detail Page Gallery 8 - 800x600 pixels	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD"/>	
Detail Page Gallery 10 - 800x600	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD"/>	
PDF1 Title	<input type="text"/>	PDF1	<input type="button" value="Choose File"/> No file chosen <input type="button" value="UPLOAD"/>
PDF2 Title	<input type="text"/>	PDF2	<input type="button" value="Choose File"/> No file chosen <input type="button" value="UPLOAD"/>

- You may also include a note to VCOS with additional instructions and questions.
- 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

Details

Name	Type	Parent	Edit
 Echo Canyon River Expeditions - Team Building	*Attributes - Services		<input type="button" value="EDIT"/>
 Echo Canyon River Expeditions - (Enhanced Page)	Attributes Leisure - Attractions & Activities		<input type="button" value="EDIT"/>
 Coupon 1 - \$6 off	Deals		<input type="button" value="EDIT"/>

- Click Edit next to the Deal you wish to update
- You will now see this screen:

Account Detail Information

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

- 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.
- You may have up to three deals running at any given time.
- You will receive a reminder email approximately two weeks before your deal ends for you to update it or allow it to expire

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**** Go back to the Account page (using the orange button at the top on the left. 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?

VCOS will be notified automatically soon 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 us if you have any questions about why any modifications may have been made or rejection of any requested changes.

Thank you for keeping your data current in our database and on VisitCOS.com!





How to Pay VCOS Invoices Online

1. After logging into the Partner Data Update system, you'll see the Invoices link on your home page:



2. Hover over **Invoices** and click on **Invoices** in the dropdown menu
3. You will now see this screen:

Credit Card

Card Type*	- Select Card Type -	Country*	USA
Credit card number*		Address 1*	
Name on card*		Address 2	
Expiration Date* (MM/YYYY)	/	City*	
Security code*		State*	Colorado
Company*		Postal code*	
Email*			

Invoices PAY NOW

Invoice #	Invoice date	Due date	Invoice total	Amount due	Invoice	Check to pay	Enter amount to pay
				\$0.00			\$0

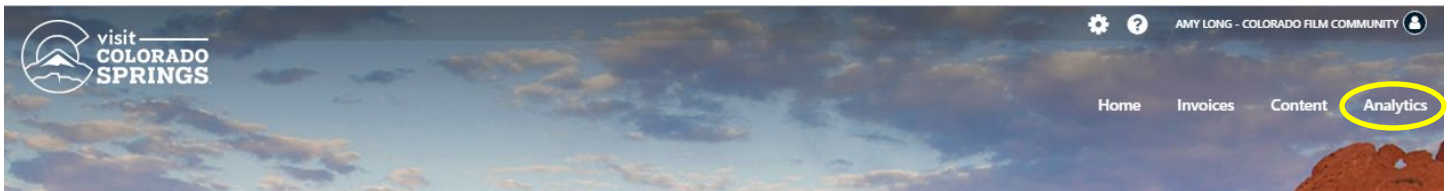
Invoice & Payment History

Type	Date	Amount	Invoice	Payment Type
Invoice #20058	11/2/2021	\$4,617.00		
Invoice #19574	11/18/2020	\$4,157.00		
Invoice #19002	5/20/2019	\$4,157.00		

4. You will see unpaid invoices in the middle in the section labeled **Invoices**.
5. Paid invoices will appear in the bottom in the section labeled **Invoice & Payment History**.
6. **Enter your credit card information at the top of the page.**
7. Check the box or boxes to the right of the invoice/invoices you want to pay.
8. Click the black **PAY NOW** button to submit your payment.





How to View Your Website Analytics



1. Click on the Analytics link in the main menu

Website Analytics

Start Date  End Date  

2. Choose the date range for which you want the data.
3. Click on the orange Search icon.
4. It can take several minutes for the data to appear. During this time, do not click the back button and do not click the orange button again.
5. The results show how many times your various pages and links have been clicked.
6. If you have questions about this data or don't see the Analytics link when you log in, please contact Kim Griffis.