



PARTNER PORTAL DOCUMENTS GUIDE

Your Wyoming tourism business, events, or deals may be eligible for a free listing on TravelWyoming.com. Your free listing includes basic information, including your organization’s address, phone number, website, email address, a single photo, a detailed description, the option to import TripAdvisor reviews, and more.

Login To Your Account:

Before you get started please review our Partner Portal Guidelines:

<https://travelwyoming.com/industry/partner-portal-guidelines>

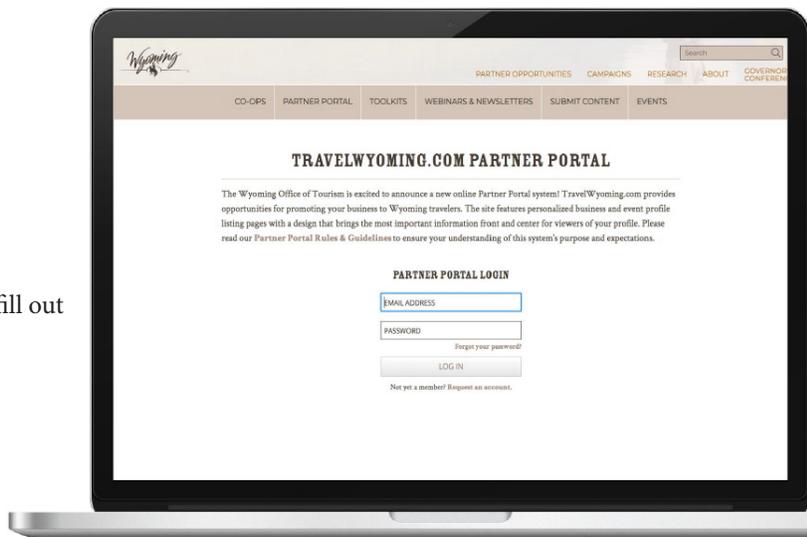
Existing Users Log In:

<https://travelwyoming.com/industry/partner-portal>

- Use your old username & password from previous extranet
- Immediately prompts you to change your password.

Don't have an account yet? No worries! Click “Request an Account,” fill out the request form and click submit.

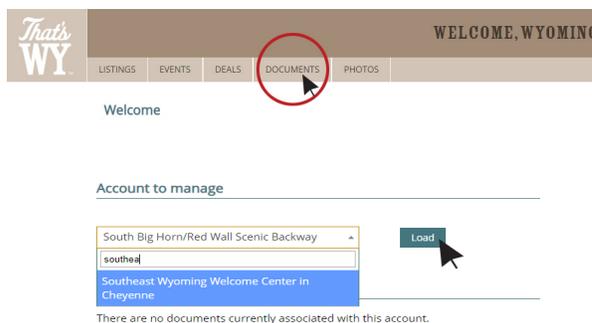
Once your account is approved, or you have logged into your Existing account. You can now set up your listings, events and deals.



Add Documents:

1. After you have logged into your account. Click Documents on the navigation bar

2. Find your Account under the Account to Manage section and click Load.





Add Documents:

You can add and manage location listings for your organization by clicking “**LISTINGS**” in the navigation bar at the top of the page. You should first search for an existing location, or add a new location. Do not add duplicate locations.

1. On the Listings page click the brown button “**+Add New Listing**” Review the information requirements for your new listing. Click Next.

2. Add your **Listing information**. *Asterisks indicates all required fields. To view your location on the map, click [reprocess your address now](#) located below the map. Click Next.

3. Add your **Contact and Social media** information. *Asterisks indicates all required fields. Click Next.

4. Add your **Hours and Listing rates**. Click the “✓check mark” to save each entry. Click the “+plus sign” to add multiple hours or listing rates. Click Next.

5. Check any **Amenities** you offer. Click Next.

6. Add your **Description and categories**. Check the categories you want your listing listed under. Click Next.

7. Add **Multimedia content**. This section has three different options Videos, Listing documents and Listing photos.

WELCOME, VISIT CHEYENNE

LISTINGS EVENTS DEALS DOCUMENTS PHOTOS CO-OPS

Welcome, Laura LeVil

Welcome to the new Partner Portal!

What is the new Partner Portal? It is an easy-to-use system for sharing your business listings and events on TravelWyoming.com, which received 2.6 million sessions in 2018.

That's WY

Coming soon: Google My Business integration

Ensuring that your latest business information is correct in the Google index is vital for any company looking to be found online. This is done by creating or claiming a profile on [Google My Business](#). After you have claimed your business, you can work with us to tie your listing data here to your profile on Google.

The first step to getting your information up-to-date is to claim or create your listing on Google. If you are not sure how to do this, these instructions can help you get started:

- [Critical Google instructions](#)
- [Helpful 5th party blog post](#)

After your business is claimed, we can work with you on the next steps to ensure that information in both the Portal and Google My Business is the same.

If you are interested in learning more or are having troubles getting started, please contact Chris Hauser, Brand Integration Sr. Coordinator, at chris.hauser@wyo.gov or 307-777-2839.

Analytics

962 Total Referrals	750 Total Profile Pageviews	864 Total Website Referrals
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