

PARTNER LISTINGS

PARTNER FEATURED CONTENT

PARTNER EVENTS

TABLE OF CONTENTS

- ▶ **Getting started on CTvisit.com** 3
Learn how to sign up for an account and login to administer your listing(s) and events.
- ▶ **Your Partner Dashboard** 4
Get yourself acquainted with the administrator dashboard and access to your content.
- ▶ **Your listing profile** 5
Get to know your new listing profile and what elements make up a complete listing.
- ▶ **Administering your listing** 6–13
Learn how to manage all aspects of your free listing on CTvisit.com.
- ▶ **Your events** 14
Get familiar with events and what elements make up a complete event listing on CTvisit.com.
- ▶ **Administering your events** 15–18
Learn how to manage all aspects of your free event listings on CTvisit.com.
- ▶ **Adding Your TripAdvisor Widget** 19–20
Learn more about how to integrate your TripAdvisor ratings into your free listing page.
- ▶ **Getting help** 21
Explore help, how to submit a help ticket and more.

GETTING STARTED ON CTVISIT.COM

1 Already have a listing on CTvisit.com

If you're currently a tourism partner and have a listing on CTvisit.com, simply click on the Partner Login link in the footer of CTvisit.com, or you can go directly to <https://ctvisit.com/user/login>. Enter your username and password to get started. The same credentials you were using on the legacy site will work here as well.

2 Have an account but can't remember your password?

If for some reason you can't remember your password, no problem...simply enter in your username or email that would have been tied to your account and click on the "Request new password" button. You'll be sent a secure email with a link to update your account details.

LOGIN: <https://ctvisit.com/user/login>

The image displays two screenshots from the CTvisit.com website. The top screenshot shows the login page with a 'WELCOME TOURISM PARTNERS' header and a 'Please log in to the site with your credentials below:' instruction. It features two input fields: 'USERNAME *' and 'PASSWORD *', both with placeholder text. A blue callout '1' points to the password field. To the right, there is a 'Trouble logging in?' section with a 'REQUEST NEW PASSWORD' button and a blue callout '2' pointing to the 'USERNAME OR EMAIL ADDRESS *' input field. Below that is a 'New to CTvisit.com?' section with three links and a blue callout '3' pointing to the first link. The bottom screenshot shows the 'NEW PARTNER APPLICATION' form with fields for 'FIRST NAME *', 'LAST NAME *', 'TITLE', 'EMAIL ADDRESS *', 'PHONE NUMBER *', 'COMPANY NAME *', 'COMPANY ADDRESS *', 'CITY *', 'STATE *' (a dropdown menu), 'ZIP CODE *', 'WHAT TYPE OF PROPERTY WILL YOU BE CREATING/EDITING?' (a dropdown menu), 'NAMES OF PROPERTIES TO WHICH I AM REQUESTING ACCESS', 'WHAT TYPE OF CONTENT WILL YOU BE CREATING?' (checkboxes for 'Property Listing' and 'Events'), and 'DESIRED USERNAME'. A blue arrow points from the 'New to CTvisit.com?' section of the first screenshot to the 'NEW PARTNER APPLICATION' form in the second screenshot.

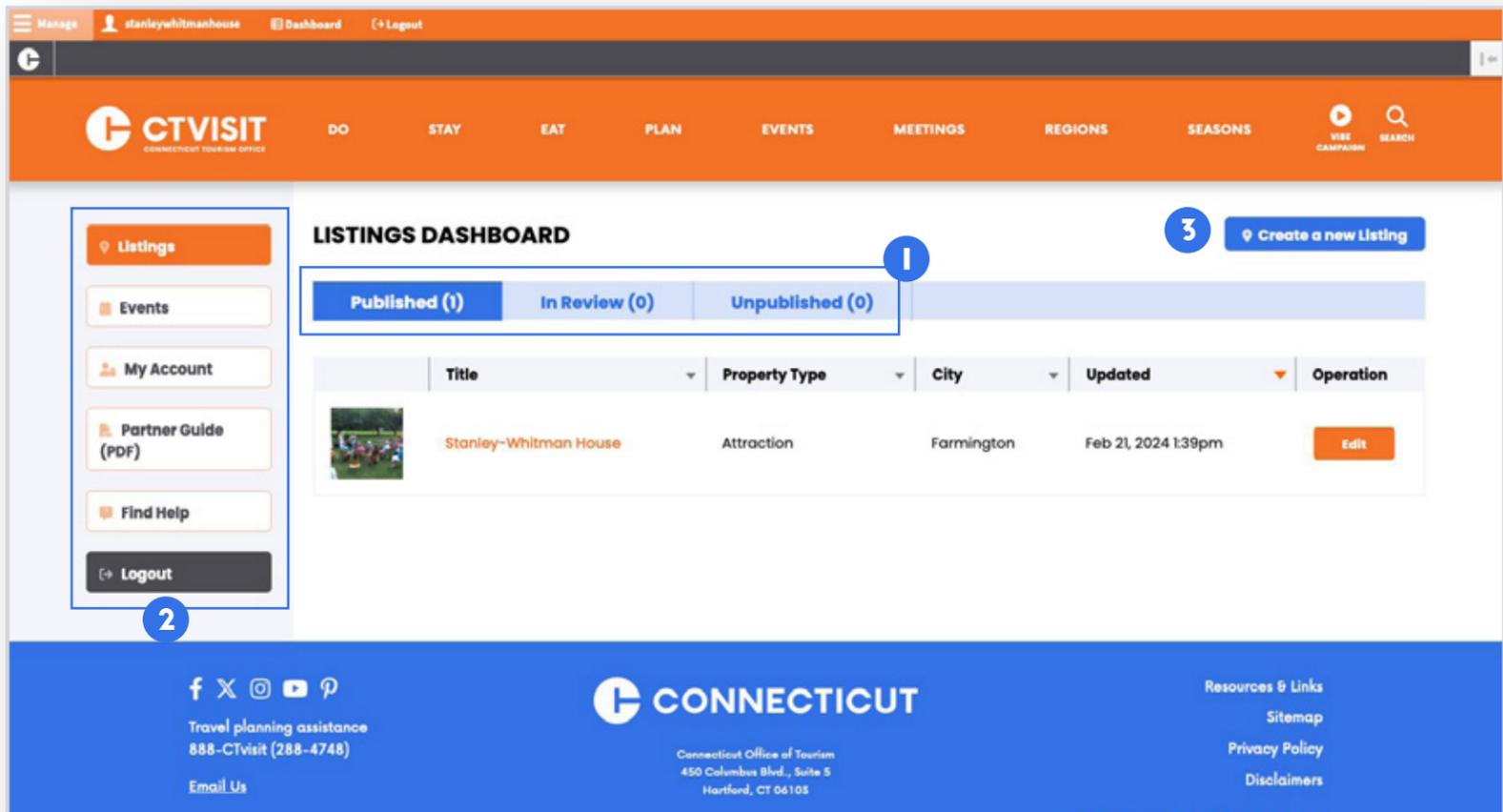
3 New to CTvisit.com

If you're new to CTvisit, the first step is to see if your organization qualifies for a free listing on the site.

If you're ready to apply to become a partner, please click on the Apply to become a partner link and fill out a new partner application form. We'll collect some basic information about you, the organization and what access you'd like to have for managing your destination.

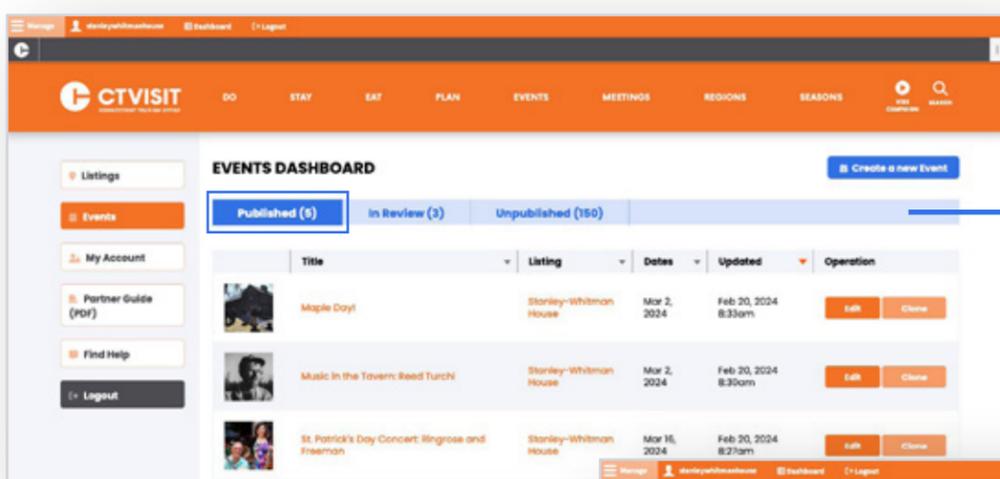
Once you've been approved, you'll be contacted via email with the appropriate credentials to login to begin administering your completely free listing as well as events that you may have upcoming.

YOUR DASHBOARD



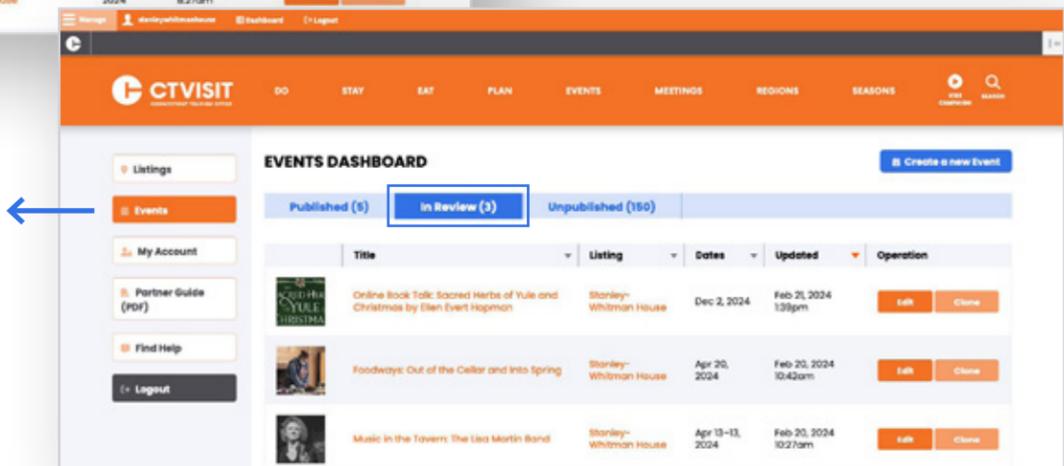
Your Dashboard

- 1 Listings Menu.** Your initial view of the dashboard will bring you to your listings. From here, you'll be able to see your published listing(s). You'll also be able to navigate to any listing(s) that may be in review and/or any old listings that may be set to unpublished by clicking on each of the appropriate tabs. You'll notice each tab has a number next to it, notifying you how many are in each tab.
- 2 Main Menu.** In addition to the listings tab (which will be selected by default), you will also have access to a menu allowing you to administer their events, find details on your account, submit help tickets, and log out of the CMS.
- 3 Action Button.** Under each tab, you'll see a "Create New" button which provides you the ability to create new listings (if appropriate) and events.



Your events tab... defaulted to those events that are currently "published" and upcoming. Note, all events that have passed will automatically move to the "Unpublished" tab.

Your events that are currently "under review" by a CTvisit.com admin. Note, all new events created will need to be reviewed/approved prior to publishing. Once your event has been approved, it will automatically move to your published tab.



YOUR LISTING PROFILE PAGE

The screenshot shows the Warner Theatre listing profile page on CTVISIT.COM. The page is divided into several sections, each highlighted with a numbered callout:

- 1** Hero visual/videos: A large, ornate image of the theatre's interior.
- 2** Name of your listing: The name "WARNER THEATRE" is prominently displayed.
- 3** Calls to action buttons: Two buttons, "visit website" and "book now", are located below the main image.
- 4** Listing description: A paragraph of text describing the theatre's history and current status.
- 5** Supporting visuals & videos: A carousel of smaller images showing different views of the theatre.
- 6** Location module: A box containing the address "618 Main Street, Torrington, CT 06790, United States" and a "Map & Directions" link.
- 7** TripAdvisor Ratings widget: A widget showing the theatre's rating (4.5 stars) and "115 reviews" from TripAdvisor.
- 8** Points of contact: A box containing the phone number "(860) 489-7180" and a "visit website" link.
- 9** Upcoming events: A section titled "CAN'T MISS EVENTS" featuring two event cards for "The Irish" (March 2-17, 2024) and "The Met Live in HD: La Forza Del Destino" (March 9).
- 10** Social media handles: A section titled "SOCIAL" featuring a Facebook feed with a video post from Warner Theatre.
- 11** Embedded Facebook/Twitter feeds: A section showing a video post from Warner Theatre on Facebook.
- 12** In The Neighborhood: A section titled "WHILE YOU'RE IN THE NEIGHBORHOOD" with sub-sections for "RESTAURANTS", "HOTELS", and "ATTRACTIONS". It lists nearby establishments like "Geppetto - Osteria e Bisteccheria" (0.07 miles), "The Venetian" (0.07 miles), "Love It Vegan" (0.15 miles), and "Ylalya's Greek Kitchen" (1.42 miles).
- 13** Embedded Google Map: A map showing the theatre's location and nearby points of interest.

What makes up a complete listing?

As a listing partner, you are entitled to a very robust listing page, which can be leveraged for a number of key communications goals. Outlined below are some details on the listings themselves—and on subsequent pages, details on how to create and administer them.

- 1 Hero visual/videos.** You have the ability to use a variety of media to help visually support your destination. You can use a single image, season-specific imagery, or video in this region.
- 2 Name of your listing**
- 3 Calls to action buttons** allowing you to include both a direct link to your website as well as links to your booking site (if applicable).
- 4 Listing description** which allows you to provide a summary for the public about your establishment. By default, a short description will appear and then expand to provide further details, including hours, pricing, amenities and more.
- 5 Supporting visuals & videos.** This module allows you to upload/manage additional photos of your establishment as well as videos via YouTube.
- 6 Location** module which provides visitors your address as well as point-to-point directions via Google Maps.
- 7 TripAdvisor Ratings widget** which allows you to embed your TripAdvisor rating, reviews and direct links to your profile page on TripAdvisor.
- 8 Points of contact** including phone, email and web.
- 9 Upcoming events** allowing you to showcase the events you've populated into the site within your listing page. More on creating/managing events in later sections.
- 10 Social media handles** allowing you to provide point-to-point links to all of your social media, including: Facebook, Instagram, Twitter/X, YouTube, Pinterest.
- 11 Embedded Facebook/Twitter feeds.** You also have the ability to directly embed your Facebook and X feeds as shown. Note: Due to the changing rules with Twitter/X, not all feeds will automatically show.
- 12 In The Neighborhood.** Your listing page will also come equipped with listings of other nearby attractions, hotels and restaurants, sorted by distance from your location.
- 13 Embedded Google Map.** Your location (as well as the other nearby partners) will be plotted on the Google Map to assist visitors in their planning process.

ADMINISTERING YOUR LISTING PROFILE PAGE: BASIC INFO

Home > Mohegan Sun
EDIT LISTING MOHEGAN SUN

View Edit Revisions

Basic Information

Title *
Mohegan Sun 1

Property Type *
 Accommodation
 Attraction 2
 Restaurant

This Listing is a City or Town

Save (all translations)

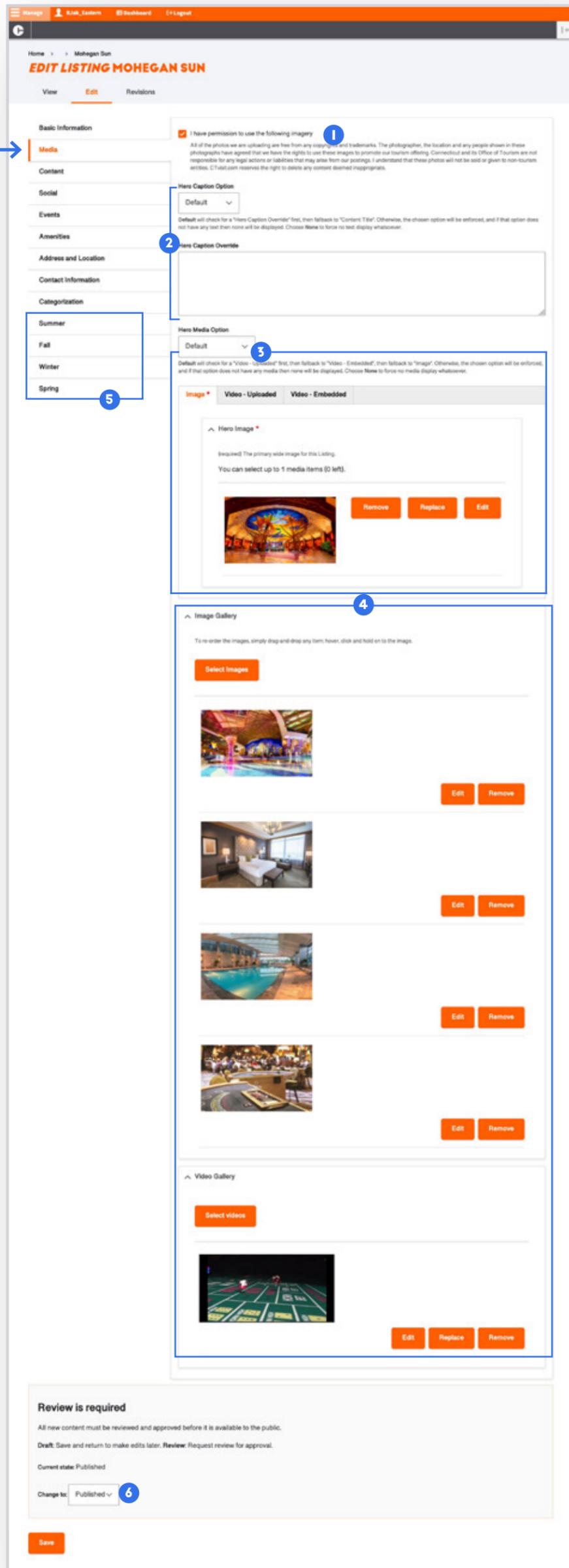
How to edit/administer your listing profile

Each listing is comprised of 13 tabs, each with its own pertinent information (and in certain key areas, includes help text and links for helping you best edit/build your listing profile page).

Basic Information Tab

- 1 Title** – Check the name/spelling of how your property name appears
- 2 Property Type** – Check to make sure your listing is categorized as the correct property type: (accommodation, attraction or restaurant)

ADMINISTERING YOUR LISTING PROFILE PAGE: MEDIA



Media Tab

- 1 Acknowledge Permission.** First we're asking you to select the checkbox acknowledging that you have permission to use the imagery/video that you are about to upload. Please read the details before selecting.
- 2 Hero Caption Option/Override.** Your listing provides you the option of how you'd like the display title to be presented on the site. By default, your listing will use the Title field that you verified in the step above. If you're fine with it, you can skip this step. If you'd like an alternative title to display, you can choose the Override option (and then simply enter the caption in the text field below). Lastly, you can choose to display No Caption as a third option.
- 3 Hero Media Options.** Your listing also provides you multiple ways to present your establishment, visually. You have the options of using still photography (by season) and/or background video that can play in the main hero region of your page.

You will need to make sure that, at minimum, a still photograph is uploaded and cropped for your listing. This will be used in a variety of ways throughout the site to showcase your property.

However, [you also have the option of embedding a video in the hero region](#) of your listing page. If you choose to utilize this option, you simply need to upload the video (or embed it using a YouTube link) and the hero video will play in the background of the page in the hero region. [\(More on uploading imagery/video will be outlined on the next page\)](#).
- 4 Image Gallery.** Your listing also provides you with the ability to create an image/video gallery. You have the options of using still photography and/or video that will be featured in the image carousel just below your intro summary of the property. [\(More on uploading assets to your listing on the next page\)](#)
- 5 Season-Specific Profile Imagery (new).** One of the brand-new enhancements to your listing pages is the ability to pre-define what profile imagery you'd like to showcase for each season—Winter, Spring, Summer and Fall. Now you have the ability to manage that all at once without having to go into your listing each season and change your profile imagery.

[Now when the current season changes on the site, your season-specific profile image will be displayed to match.](#)

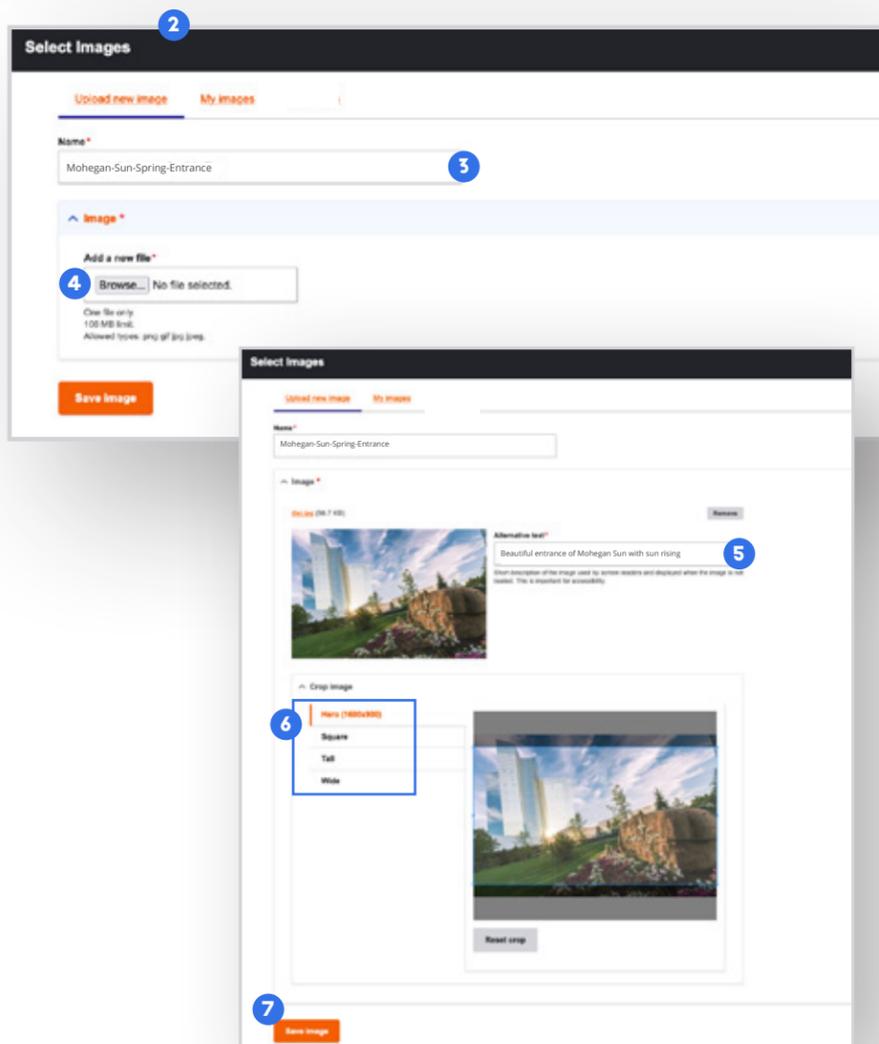
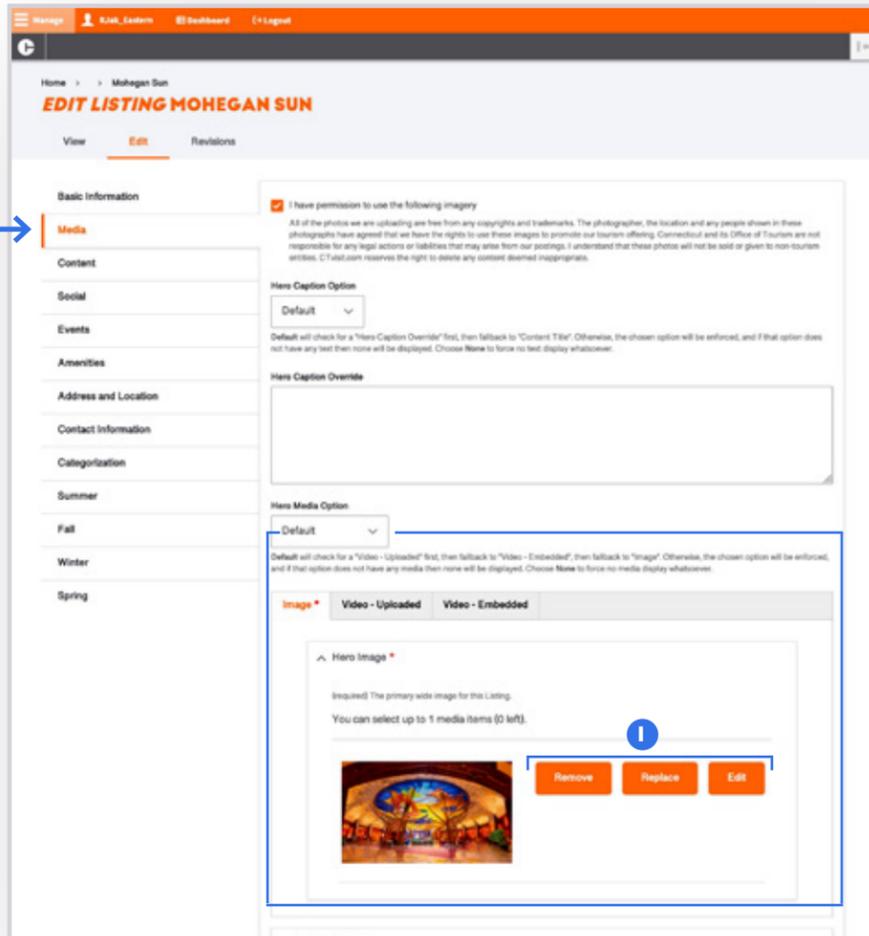
- 6 Status.** As a partner, you have the flexibility to edit your listing at your leisure. When you're actively working on updating your listing, make sure the status is kept to "DRAFT." When you're ready to submit for review, simply change the status to "REVIEW" and it will be submitted for approval upon clicking Save.

ADMINISTERING YOUR LISTING PROFILE PAGE: MEDIA (CONT)

Media Tab (Image Uploading/Management)

As we mentioned in the previous section, your listing page provides you multiple ways to present your property. Outlined below are some details on how you'll upload/manage your visual assets:

- 1 For existing listings, you will see the current profile image(s) that are in place on site. Click **"EDIT"** to go to the editing window and follow the prompts to:
 - Add alt text for your hero image
 - Adjust your image cropping for each of the following dimensions (instructions detailed below in figure 6): Hero, Square, Tall and Wide



- 2 For new listings, there will be no image already set up, so partners will have to upload. New partners will need to click **"Select Images"** to go to the editing window and follow the prompts to get their image uploaded.

- 3 **Name your image.** This name is for your reference in the admin interface and will not appear on the public-facing website.

- 4 **Click to "Browse" for your photo** that you're going to upload from your computer. Please note that ideally the image is 1600 pxls wide as the minimum. Note: The system will let you know if the file does not meet the minimum criteria.

- 5 **Write an "Alternative Text" description** of the image you've uploaded. This is meant to be a plain English, short caption describing the image for those users who are visually impaired and using assistive technology to help them navigate the site.

- 6 **Crop your imagery.** The site has a sophisticated cropping tool in place that makes showcasing your listing simple to manage. Rather than asking for multiple profile images, we'll simply use one image that will be cropped to each of the necessary sizes automatically...but allows you the ability to adjust the cropping to feature the most important part of your image.

Please make sure you go through and do your image cropping at each of the four sizes/dimensions – Hero, Square, Tall and Wide.

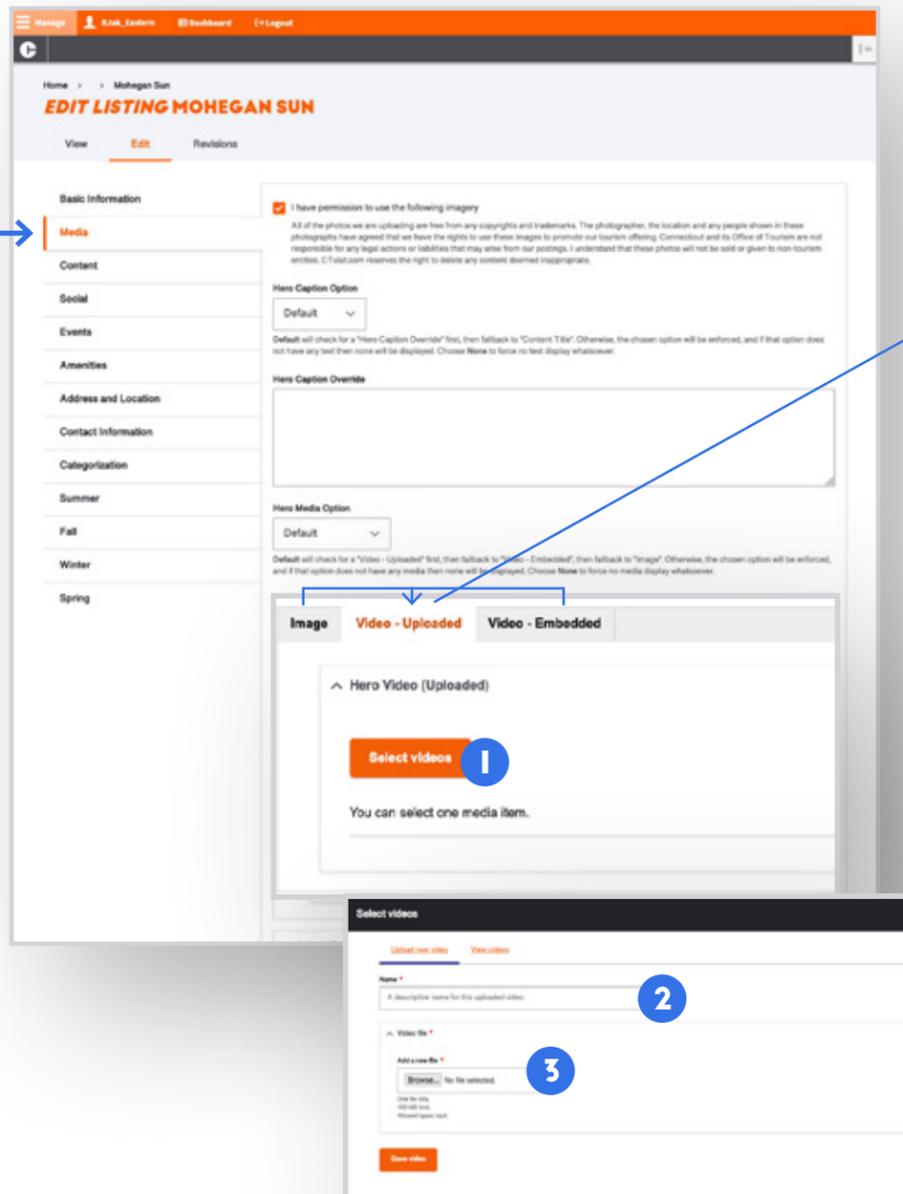
- 7 Save

ADMINISTERING YOUR LISTING PROFILE PAGE: MEDIA (CONT)

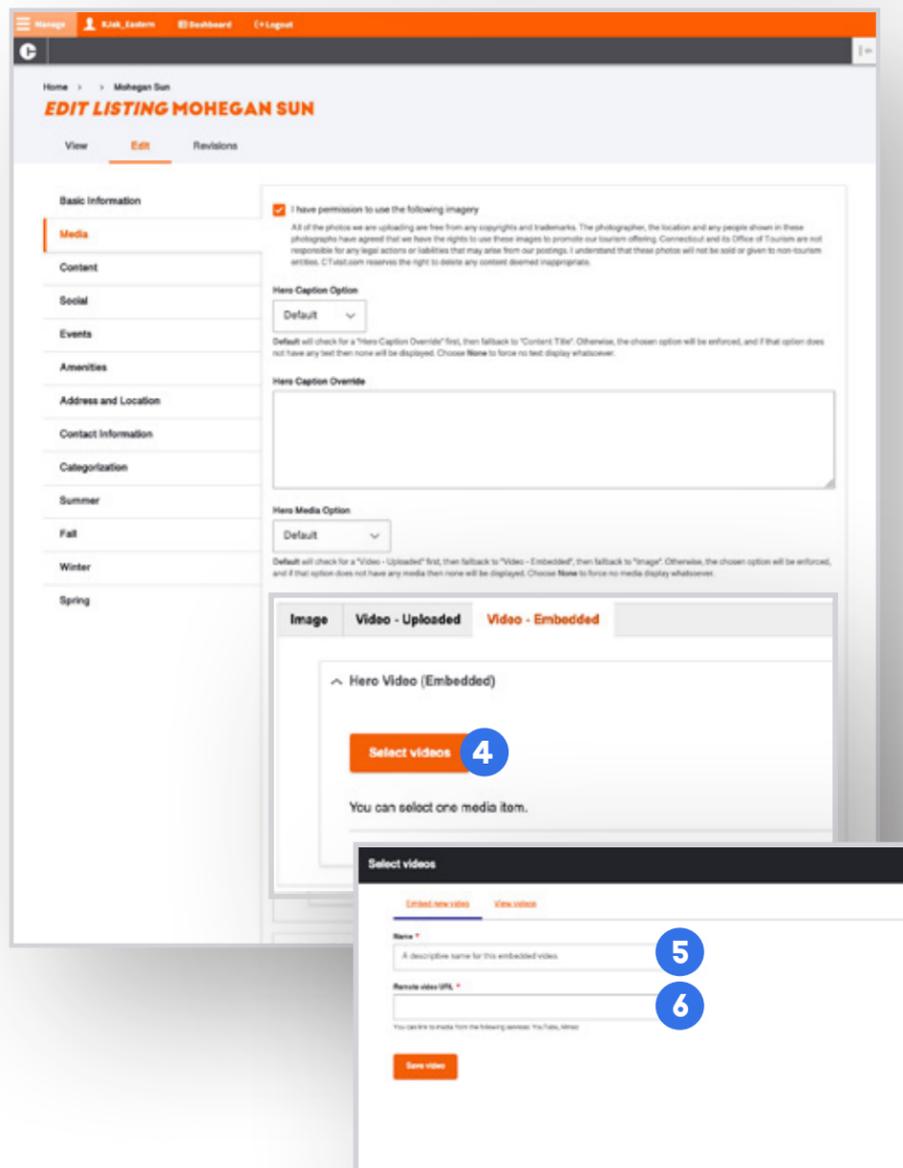
Media Tab (Video Uploading/Management)

In addition to a hero profile image, partners also have the option of either uploading a background video, or supplying a YouTube embedded video to be played in the main hero region of their listing page. You'll notice that there are three tabs as part of the main "Hero Media" section.

Note: These are not mandatory, but are optional features for partners that do have a nice video asset that helps sell their property. If you have uploaded both a hero image and a video, the video will take priority in displaying on your listing page by default.

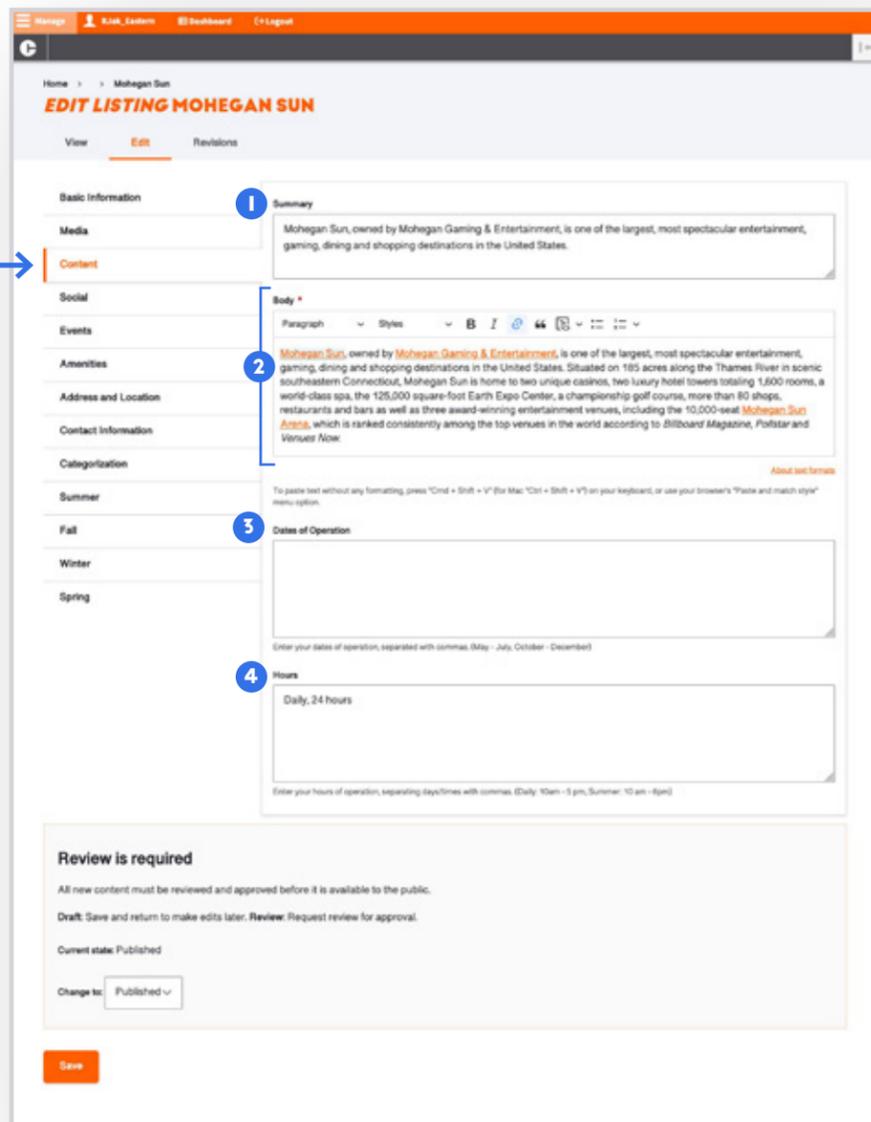


- 1 Video - Uploaded.** If you prefer to upload a video file locally from your computer, simply click on the "Select Video" button.
- This will pull up a new window/modal and you will be asked to name the video file.
- Browse for the file on your computer, upload and then save.



- 4 Video - Embedded.** If you prefer to utilize a video file that's already uploaded to YouTube or Vimeo, you have that option as well. Simply click on the "Select Video" button.
- This will pull up a new window/modal and you will be asked to name the video file.
- Simply copy and paste the URL from Vimeo or YouTube into the form field, and hit Save.

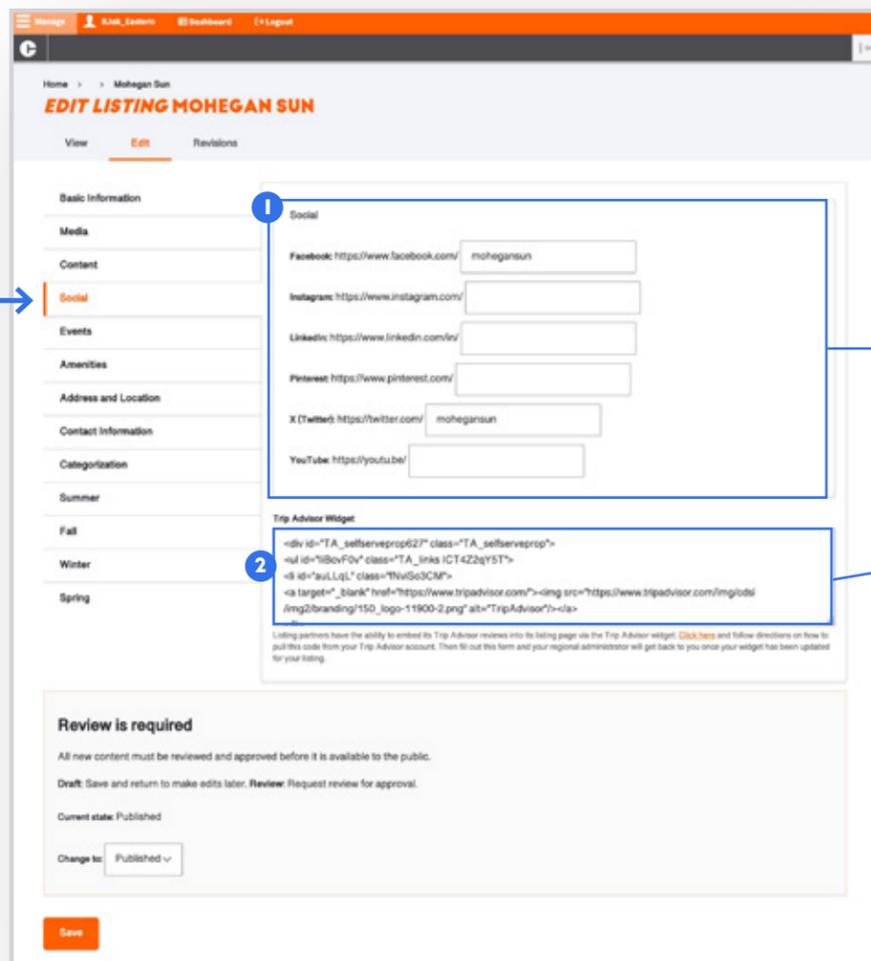
ADMINISTERING YOUR LISTING PROFILE PAGE: CONTENT & SOCIAL



Content Tab

The content tab of your listing includes all of the pertinent details that listings would provide to the public regarding their establishment, including descriptions, hours, pricing, and more.

- 1 Short Description.** A short description of your listing. Note this field will only be presented to the public for those listings that ONLY have a square profile image (and may also be used when the listing appears on a Google search results page).
- 2 Body.** This is the main description of your property. It's the paragraph of copy that appears directly under your profile photo. By default, the site will display the first five lines of description before a "READ MORE" button appears that will unzip to reveal your full text.
- 3 Dates of Operation.** This is not a mandatory field, but provides partners the option of entering your dates of operation. For example, if your establishment is seasonal, you could provide details to public (e.g., May–July).
- 4 Hours.** Your hours of operation will show up below your body text at the top of your page under the "READ MORE". Please leverage the help text underneath this field to ensure the hours are formatted consistently and presented in the best manner.



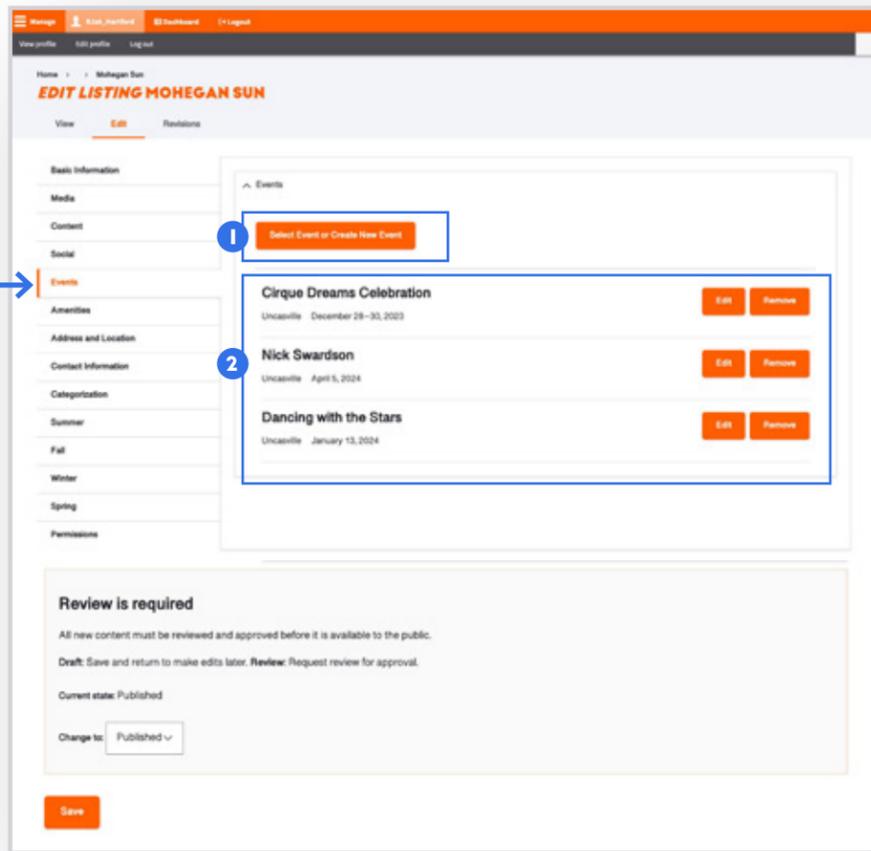
Social Tab

The social tab allows you to share your social media channels with the public so they can connect with you on your different channels. Your CTvisit listing also allows you to embed your Facebook feed directly into your listing.

- 1 Social Media handles.** Copy your social media channel handles directly from the social media source and make sure to paste in everything in the URL after .com/
- 2 Trip Advisor Widget.** Your listing also provide you access to embed your TripAdvisor ratings directly into your page. You'll need to work with the CTvisit.com Website Administrator to assist.

→ [Link with full details on how to grab the embed code from your TripAdvisor account.](#)

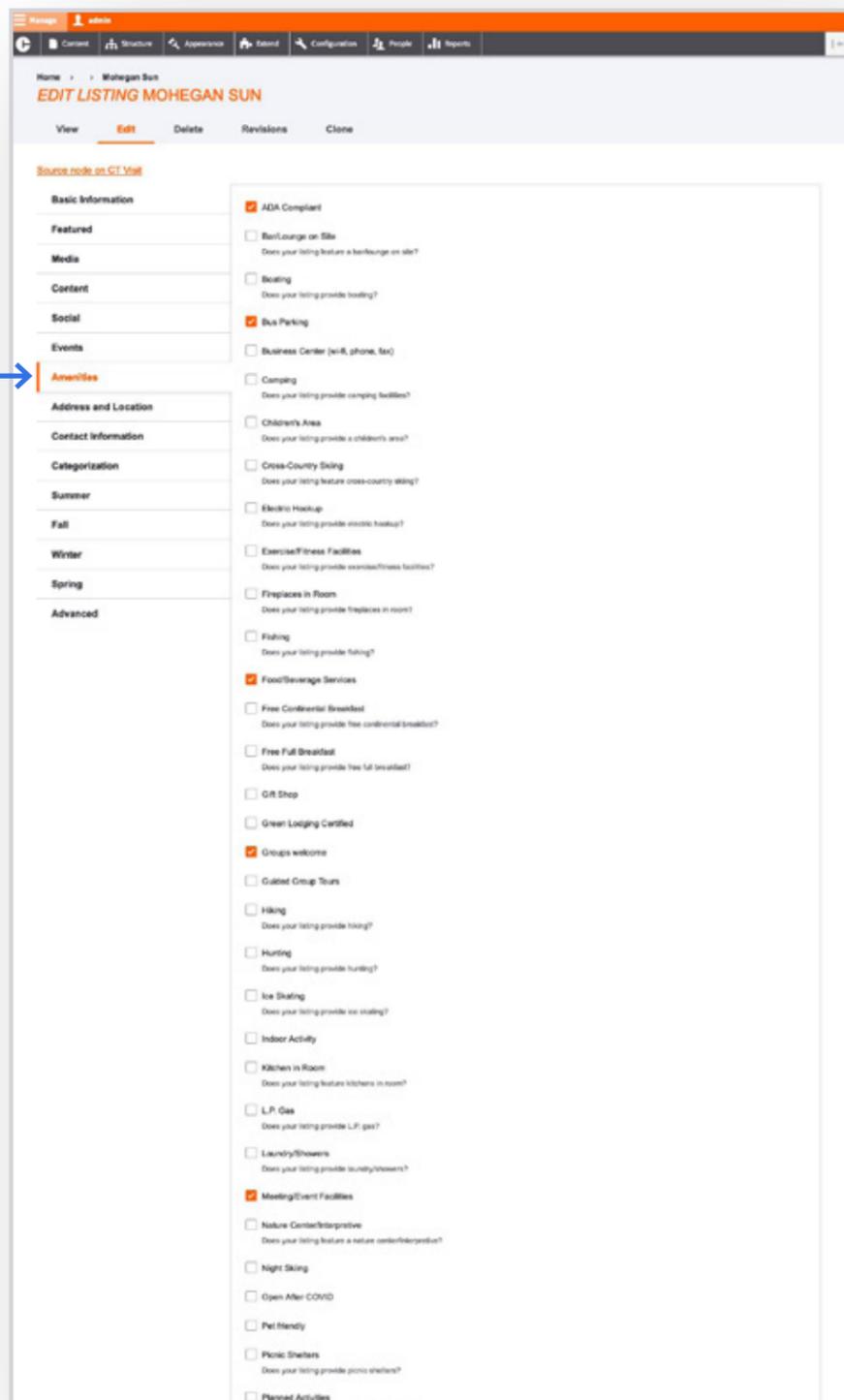
ADMINISTERING YOUR LISTING PROFILE PAGE: EVENTS & AMENITIES



Events Tab

The events tab of your listing will display all of the upcoming, published events that are tied to your listing. From this tab you'll be able to:

- 1 Select an Event or Creating New Event.** In the scenario where you have created an event, but do not see it below (in section 2), you can click this button and browse/claim the event you're looking for. You also have the ability to "create a new" event directly from this screen. More on event creation, starting on page 14.
- 2 Your Events.** This area that will display all of your published, upcoming events tied to your listing. You have the ability to manage these events directly from this screen (including removing them). Simply click "edit" to begin editing your selected event. More on event management, starting on page 14.



Amenities Tab

The amenities tab of your listing includes a series of checkboxes that allow you to select what features/amenities are available at your establishment...from bus parking, to group services, and beyond.

Simply check off all of the amenities that your establishment offers to the public.

ADMINISTERING YOUR LISTING PROFILE PAGE: ADDRESS & CONTACT

The screenshot shows the 'EDIT LISTING MOHEGAN SUN' page. The left sidebar has 'Address and Location' selected. The main form has a 'City' field with 'Uncasville (924)' and a search icon, marked with a blue circle and '1'. Below it is the 'Address' section, marked with a blue box and '2', containing 'Country' (United States), 'Street address' (One Mohegan Sun Blvd.), 'City' (Uncasville), 'State' (Connecticut), and 'Zip code' (06382). There is also a 'Mailing Address' section with a 'Country' dropdown set to '-None-'. At the bottom, there is a 'Review is required' section and a 'Save' button.

Address & Location Tab

The address and location tab of your listing includes important information of where your establishment is located and how to place it within the state, the region and how it's mapped within the site experience.

- 1 City.** Please begin typing in the name of the city/ town that your listing is located and select from the appropriate town name in the drop-down list.
- 2 Address.** Please fill out the full address of your establishment and ensure that all fields, including the zip code are 100% accurate. Based on this information, the site will go out to Google Maps and pull an accurate latitude and longitude to map your establishment as well as provide users with a way to get directions to your property.

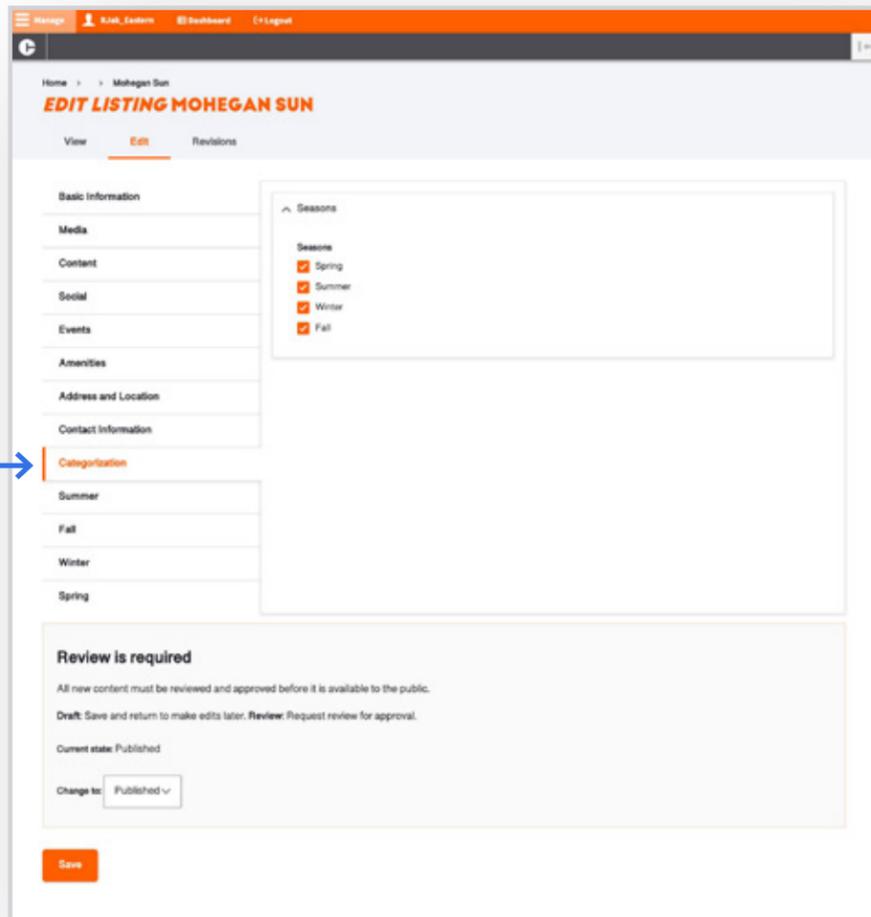
The screenshot shows the 'EDIT LISTING MOHEGAN SUN' page with the 'Contact Information' tab selected. The main form has several fields: 'Website' (http://www.mohegansun.com), 'Booking URL' (https://reservations.travelclick.com/103061#?guestsandrooms), 'Email Address' (onlinecustomerservice@mohegansun.com), 'Public Phone' ((888) 226-7711), 'Contact Email' (anunes@mohegansun.com), 'Contact Person' (Tony Nunes), 'Contact Phone' (860-862-4046), and 'Contact Title' (Public Relations Specialist). The 'Website' field is marked with a blue circle and '1'. The 'Contact Email' field is marked with a blue box and '2'. A blue arrow points to the 'Contact Information' tab in the left sidebar. At the bottom, there is a 'Review is required' section and a 'Save' button.

Contact Information Tab

The contact information tab of your listing provides the public (as well as CTvisit admin staff) a way to get in touch with you.

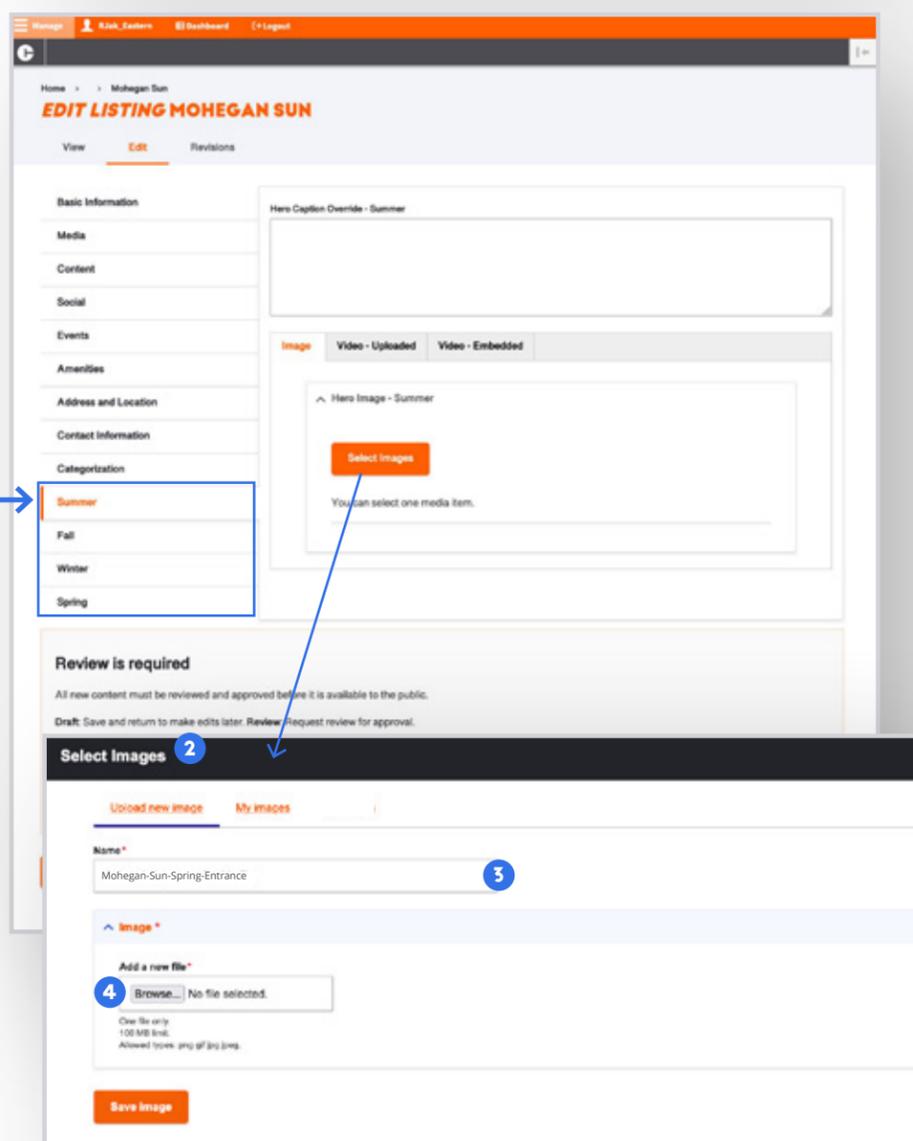
- 1 Public-Facing Contact Information.** Please input your website, your booking engine (if appropriate), a good contact email address as well as public phone number. These fields will be exposed to the users and provide a way to get in touch with your establishment.
- 2 CTvisit Admin-Facing Contact Info.** Please fill out this section as a way for the admin team at CTvisit.com to get in touch with you (and for ongoing partner-related communications).

ADMINISTERING YOUR LISTING PROFILE PAGE: CATEGORIES & SEASONS



Categorization Tab

The categorization tab of your listing provides the public (and the CTvisit team) with season-specific details about your property. **Please select all of the seasons that your establishment is open for.**



Seasonal Media Tab

Season-Specific Profile Imagery (new). One of the brand-new enhancements to your listing pages is the ability to **pre-define what profile imagery you'd like to showcase for each season – Winter, Spring, Summer and Fall.** Now you have the ability to manage that all at once without having to go into your listing each season and change your profile imagery.

Now when the current season changes on the site, your season-specific profile image will be displayed to match their selections.

Simply click on each of the seasonal tabs within the left menu and hand-select either a season-specific image of your establishment, or upload/embed a seasonal video that you'd like to showcase your establishment during the selected season.

Please reference the image/video upload instructions from pages 8–9.

YOUR EVENTS PROFILE PAGE

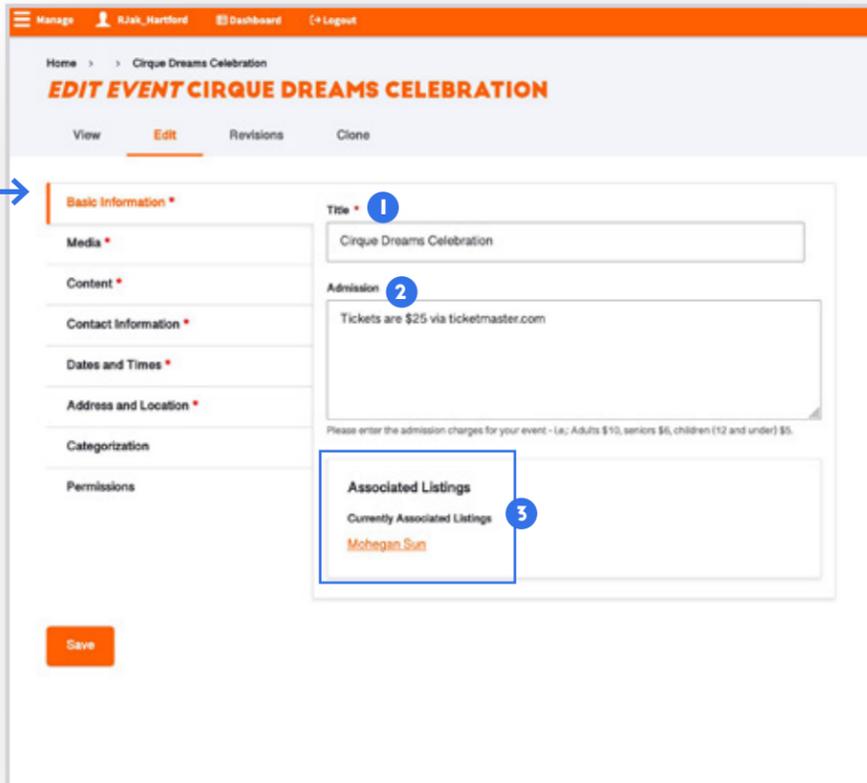
The screenshot shows the event profile page for Pentatonix on February 28, 2024. The page is titled "PENTATONIX" and includes a hero image (1) of the band members. The event date is "FEBRUARY 28, 2024" (2). The event name is "PENTATONIX" (3). The short description (4) states: "Pentatonix will bring their 'Most Wonderful Tour of the Year' tour to Mohegan Sun Arena." Below the description are call to action links for "book tickets now" and "visit website" (5). The body/summary field (6) provides detailed information about the tour, including ticket prices, album details, and performance history. The admission details (7) show a price range of \$25-\$299.50. The location, contact, and times information (8, 9, 10) is displayed in a table format. The "How to Get Here" section (11) includes an embedded Google Map showing the location of Mohegan Sun Arena. The footer contains social media links, contact information, and a copyright notice for 2024 Connecticut Office of Tourism.

What makes up an event listing?

As a tourism partner, you are also entitled to post all public-facing events that are tied to your listing. Outlined below are some details around what makes up an approved event on CTvisit.com, as well as details on how to create and administer them.

- 1 Hero image.** You have the ability to hand-pick a hero profile image (presented in a square) to best represent your event.
- 2 Event Date** or date range, (if appropriate)
- 3 Name of event**
- 4 Short description** which allows you to provide a short summary for the public about your event. This is meant to be just a short sentence or two. You'll have more room to provide details of the event in section 6, (outlined below).
- 5 Call to action links.** Provide a website URL as well as a booking URL (if applicable) for the public to take action to attend your event.
- 6 Body/Summary Field** allowing you to provide full details of the event in as much detail as needed.
- 7 Admissions details** which allows you display any costs associated with your event.
- 8 Event Address** including physical address and point-to-point links for getting driving directions with Google Maps.
- 9 Contact Information**, allowing you to provide phone numbers, email addresses and booking links for the public to learn more or ask questions.
- 10 Display Time** allowing you to present the date/time of the event exactly as you'd like for quick reference.
- 11 Embedded Google Map** allowing you to promote your event on a Google Map along with providing visitors a simple way of getting directions with the embedded directions functionality.

YOUR EVENTS PROFILE PAGE: BASIC INFO & MEDIA

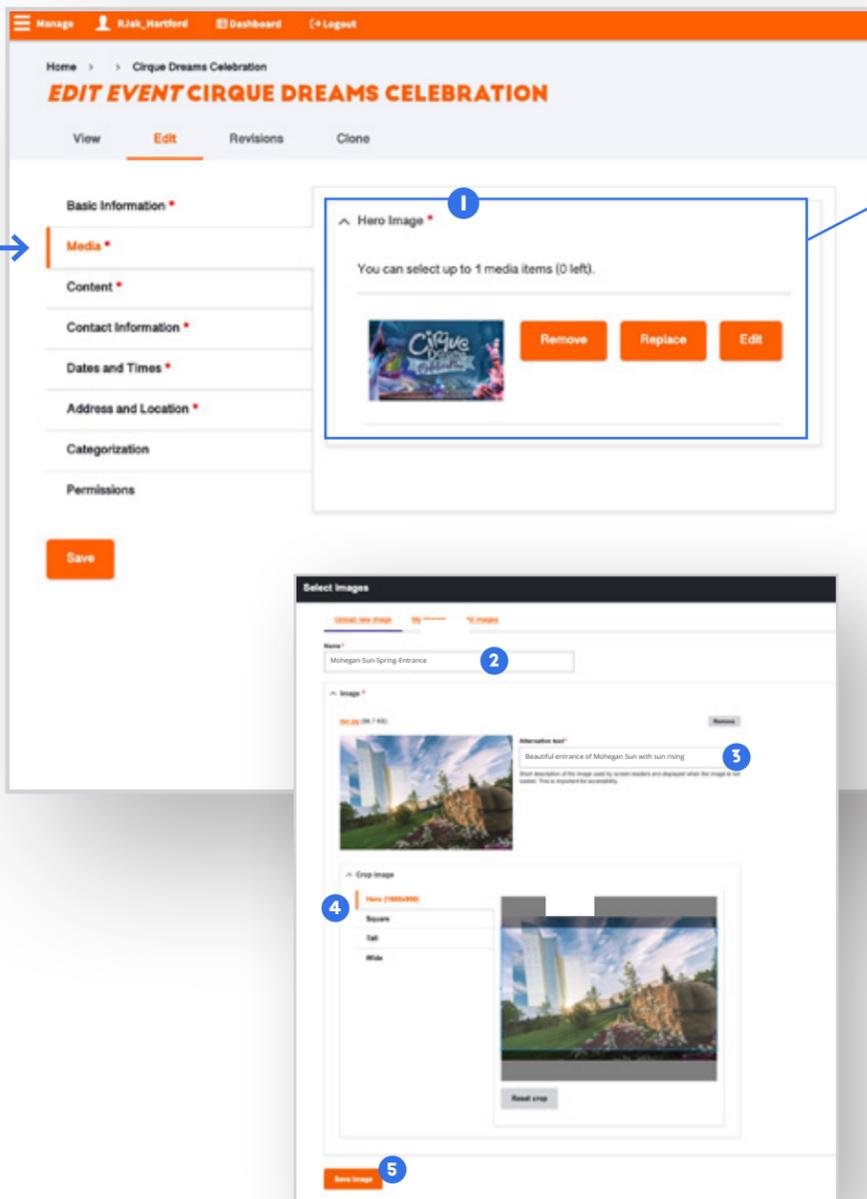


How to edit/administer your event profile

Each event is comprised of 8 tabs, each with its own pertinent information (and in certain key areas, includes help text and links for helping you best edit/build your event detail page).

Basic Information Tab

- 1 Title.** Check the name/spelling of how your event name appears.
- 2 Admission.** Enter the admission details for your event here, which will display just below the body description of your event on the landing page.
- 3 Associated Listing(s).** Check to make sure that your listing is properly tied to the event. This area will display what associated listing is tied to the event. Ensuring your property is tied to the event will ensure that your event shows up for promotion on your listing page.



Media Tab

- 1 Hero Image.** Check to make sure the right image is uploaded for your event. If you need to remove, replace or edit your image, you have the ability to do that. To add or replace an image:
- 2** Click to **“Browse”** for your photo that you’re going to upload from your computer, upload and name the file. Please note, that ideally the image is 1600 pxls wide as the minimum. Note: The system will let you know if the file does not meet the minimum criteria.
- 3 Write an “Alternative Text” description** of the image you’ve uploaded. This is meant to be a plain English, short caption describing the image for those users who are visually impaired and using assistive technology to help them navigate the site.
- 4 Crop your imagery.** The site has a sophisticated cropping tool in place that makes showcasing your listing simple to manage. Rather than asking for multiple profile images, we’ll simply use one image and ask you to crop that image at multiple dimensions for different uses across the site. Utilize the cropping tool by moving your cursor on the image until you find the right crop for the image at each dimension.

Please make sure you go through and do your image cropping – specifically needing to crop at the Square image orientation.

- 5 Save**

YOUR EVENTS PROFILE PAGE: CONTENT & CONTACT

Home > > Cirque Dreams Celebration

EDIT EVENT CIRQUE DREAMS CELEBRATION

View Edit Revisions Clone

Basic Information *
Media *
Content *
Contact Information *
Dates and Times *
Address and Location *
Categorization
Permissions

Short Description 1

Paragraph Styles B I U S X₂ X² <> ⋮

CIRQUE DREAMS will be dazzling audiences during its 7-week, 70-city U.S. tour this holiday season.

About text formats

Use this short description field to write an executive overview of what your event is all about. This copy will show up right next to the image on your event page.

The long description (Body field) below is where you can enter all the details about your event.

Body 2

Paragraph Styles B I U S X₂ X² <> ⋮

Tickets are on sale now for three unforgettable performances from December 28th – 30th at Mohegan Sun Arena. Tickets are \$25 via ticketmaster.com. Tickets are also available at the Mohegan Sun Box Office, subject to availability.

As lights dim and the music swells, a fantastical cast of holiday storybook characters come to life. Both critics and audiences alike agree that CIRQUE DREAMS CELEBRATION is "a show for all ages to enjoy where families can make Christmas memories together." And Broadway World exclaims, "Lose yourself for 90 minutes and go back to those wonderful dreams you had as a kid."

Imaginative and fun for children to seniors and everyone in between, CIRQUE DREAMS CELEBRATION features a world-renowned cast of performers accompanied by an ensemble of aerial circus acts, sleight-of-hand jugglers, fun-loving skippers, breath-catching acrobatics, and much more. An original music score includes new twists on seasonal favorites such as "Rockin' Around the Christmas Tree" and "Carol of the Bells." Singers, dancers, penguins, toy soldiers, and reindeer invoke the dreams behind a child's eye on the most magical of nights. Amidst a backdrop of new sets, scenery, and storylines, this family-friendly production is sure to put a twinkle in your eye!

About text formats

To paste text without any formatting, press "Cmd + Shift + V" (for Mac "Ctl + Shift + V") on your keyboard, or use your browser's "Paste and match style" menu option.

Save

Content Tab

- 1 **Short Description** – The short description should be a top-level summary in a few sentences (max) that describes your event. This text will be displayed to the right of your hero photo on the event detail page and include your call-to-action links just below.
- 2 **Body (Long Description)** – This longer description field provides you all of the room you'll need to provide the full details and explanation of what your event is all about. Please feel free to provide as much context as you feel is necessary for the public.

Home > > Cirque Dreams Celebration

EDIT EVENT CIRQUE DREAMS CELEBRATION

View Edit Revisions Clone

Basic Information *
Media *
Content *
Contact Information *
Dates and Times *
Address and Location *
Categorization
Permissions

Website 1

https://mohegansun.com/events-and-promotions/schedule-of-events/holiday-cirque

This must be an external URL, such as http://example.com.

Booking URL

https://mohegansun.com/events-and-promotions/schedule-of-events/holiday-cirque

• Please enter the booking url you would like displayed on your event page.
• This must be an external URL, such as http://example.com.

Email Address

jgraham@mohegangaming.com

Please enter the email address you would like displayed on your event page.

Public Phone

(860) 862-3781

Contact Email *

jgraham@mohegangaming.com

Contact Person *

Jack Graham

Contact Phone *

8608623781

Contact Title

Save

Contact Information Tab

The contact information tab provides the public (as well as CTvisit admin staff) a way to get in touch with you about the event.

- 1 **Public-Facing Contact Information.** Please input your website, your booking engine (if appropriate), a good contact email address as well as public phone number. These fields will be exposed to the users and provide a way to get in touch with your establishment.
- 2 **CTvisit Admin-Facing Contact Info.** Please fill out this section as a way for the admin team at CTvisit.com to get in touch with you about the event (and for ongoing partner-related communications).

YOUR EVENTS PROFILE PAGE: DATES & ADDRESS

Home > > Cirque Dreams Celebration

EDIT EVENT CIRQUE DREAMS CELEBRATION

View Edit Revisions Clone

Basic Information *
Media *
Content *
Contact Information *
Dates and Times *
Address and Location *
Categorization
Permissions

Active Date Range *

Start date *
12/28/2023 07:00:00 PM

End date *
12/30/2023 10:00:00 PM

Display Time
Thursday, December 28th - Saturday, December 30th

Enter the days/times as you'd like displayed (Friday 8:30 a.m.-5 p.m.)

Save

LOCATION
Mohegan Sun
1 Mohegan Sun Blvd.
Uncasville CT, 06382
[Map & Directions](#)

CONTACT
(888) 226-7711

TIMES
Sat. 7 p.m., Sun. 3 p.m.

Date & Time Tab

- 1 Active Date Range.** Please use the date picking tool to select the start and end date for your event, as well as providing the start and end times in the format provided.
- 2 Display Time.** Please use the open-ended “display time” field to hand-pick how you’d like your event time to display on the webpage. Depicted below is the box on the event detail page of how it will be displayed.

Home > > Cirque Dreams Celebration

EDIT EVENT CIRQUE DREAMS CELEBRATION

View Edit Revisions Clone

Basic Information *
Media *
Content *
Contact Information *
Dates and Times *
Address and Location *
Categorization
Permissions

City
Uncasville (924)

Address

Enter the physical address for this Event which will be used for appearing on maps.

Country
United States

Street address *
1 Mohegan Sun Blvd

City *
Uncasville

State *
Connecticut

Zip code *
06382

Venue
Mohegan Sun Arena

Save

LOCATION
Mohegan Sun
1 Mohegan Sun Blvd.
Uncasville CT, 06382
[Map & Directions](#)

CONTACT
(888) 226-7711

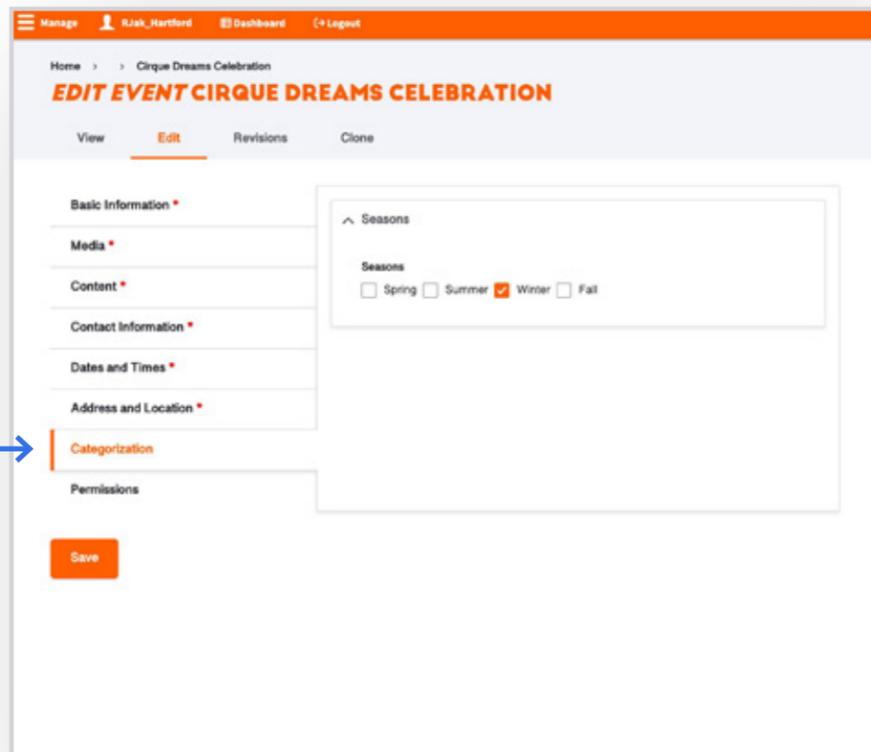
TIMES
Sat. 7 p.m., Sun. 3 p.m.

Address & Location Tab

The address and location tab includes important information of where your event is taking place and how it's mapped within the site experience.

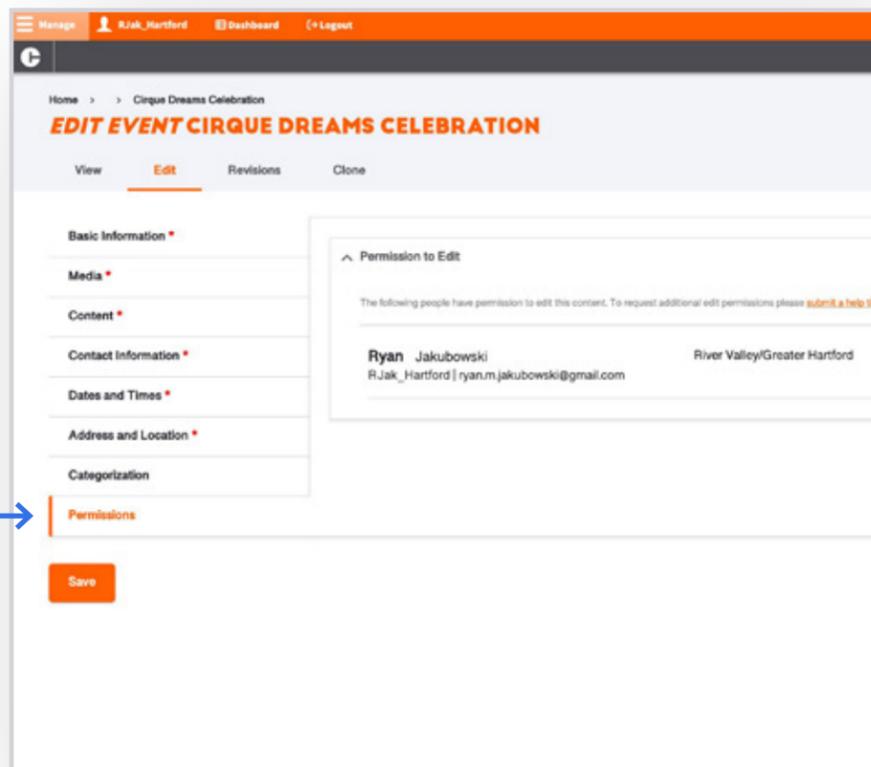
- 1 City.** Please begin typing in the name of the city/town(s) that your event is taking place and select from the appropriate town name(s) in the drop-down list.
- 2 Address.** Please fill out the full address of your event and ensure that all fields, including the zip code are 100% accurate. Based on this information, the site will go out to Google Maps and pull an accurate latitude and longitude to map your establishment as well as provide users with a way to get directions to your property.
- 3 Venue.** Please also make sure to provide any venue-specific information to the public, e.g., if the event is taking place at a particular area/location within your establishment.

YOUR EVENTS PROFILE PAGE: CATEGORIES & PERMISSIONS



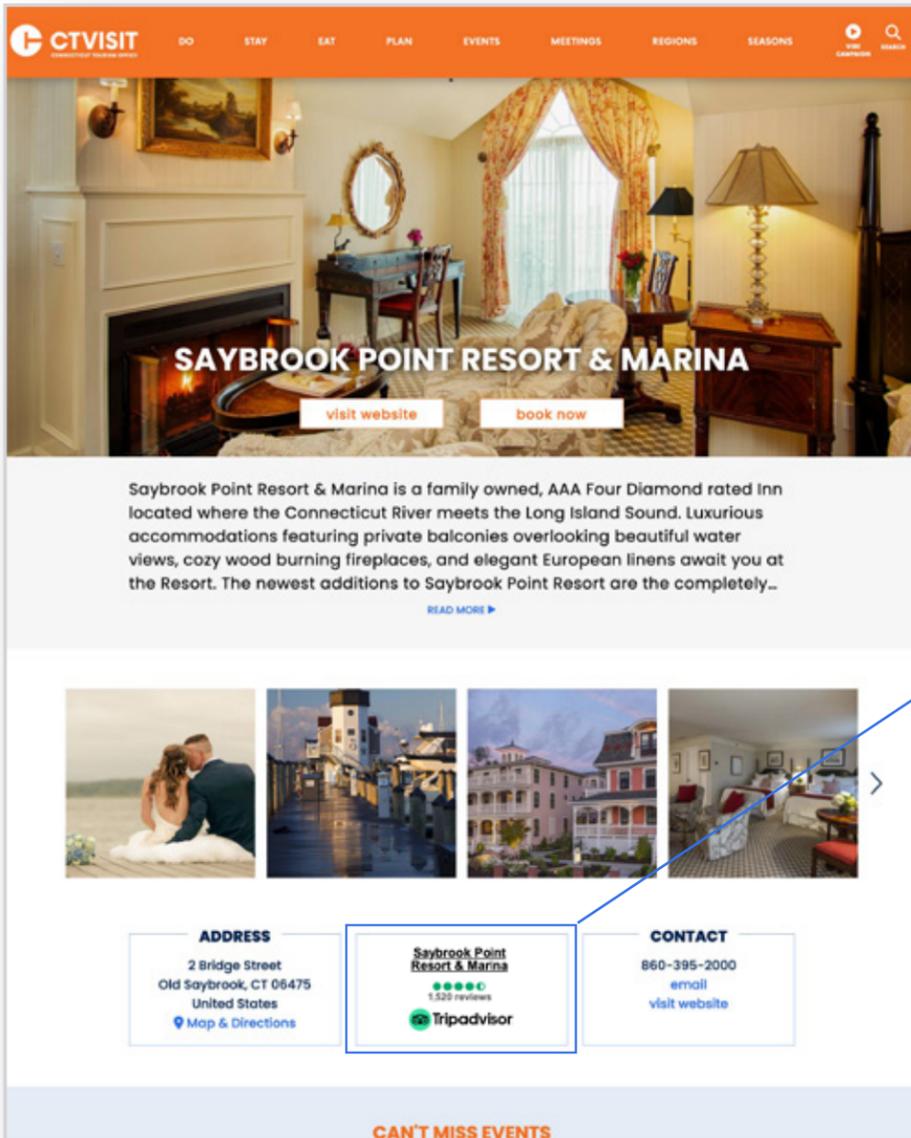
Categorization Tab

The categorization tab of your event provides the public (and the CTvisit team) with the season-specific details about your event. Please select all of the seasons that your event is open for.



Permissions Tab

CTvisit.com is intended to be a resource for you and your team to be able to collaborate together. This section provides you lists of any other users who have permissions to edit your content.



How to add the TripAdvisor Widget into Your Listing Page

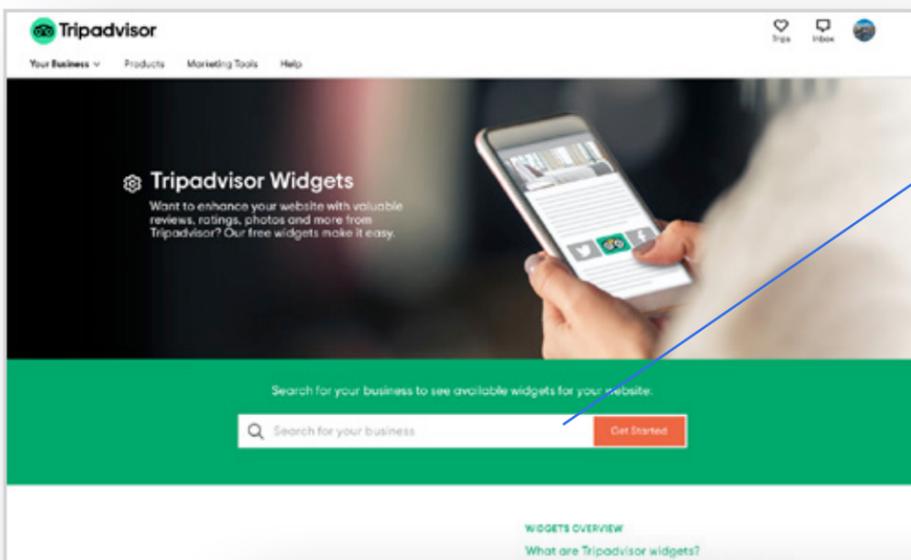
As a tourism partner with a listing page on CTvisit.com, you have the option of adding Trip Advisor ratings directly into your listing page (assuming that you are on the TripAdvisor platform with an active account).

Outlined below are the steps that need to be taken, working in conjunction with your COT admin team in order to get your TripAdvisor widget up on your listing page.

1 TripAdvisor Login

Take a moment and make sure you have your Trip Advisor account and credential on hand, and login to your account at:

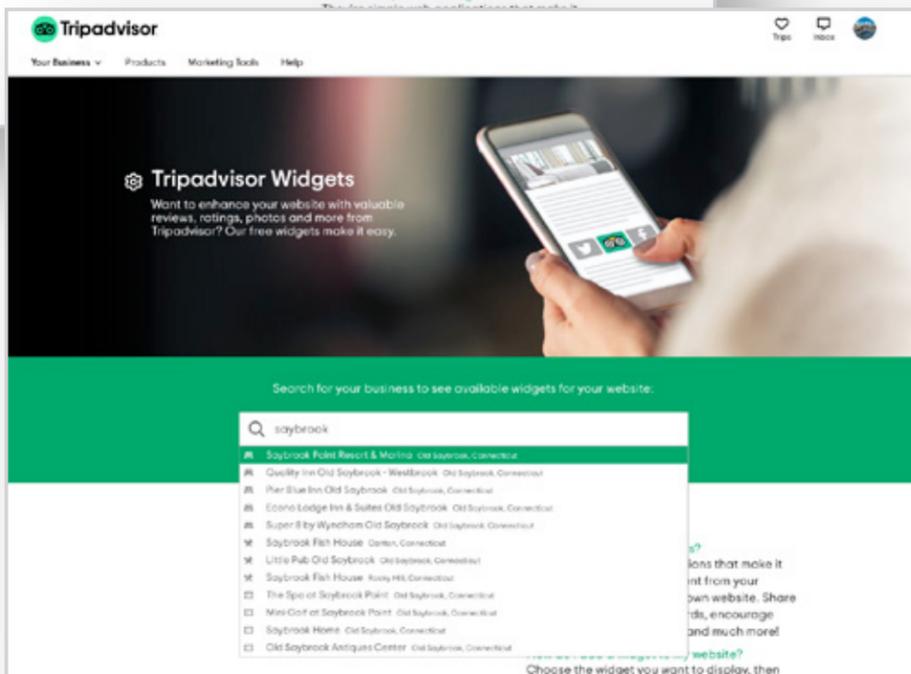
<https://www.tripadvisor.com>

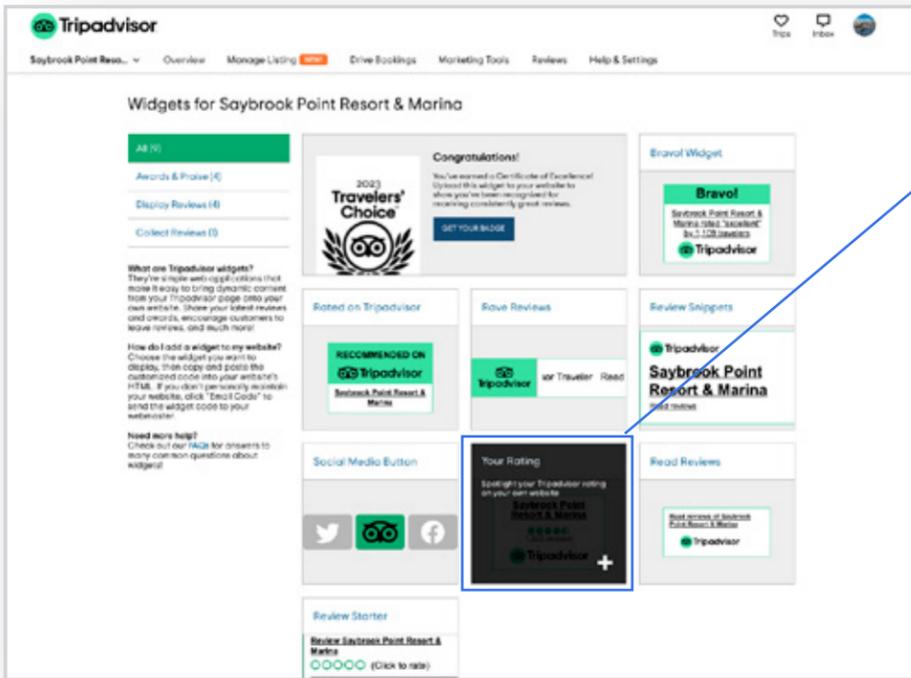


2 TripAdvisor Widget

Go to the TripAdvisor widget page, type in the name of your property into the search bar, and select your property from the dropdown list.

<https://www.tripadvisor.com/Widgets>

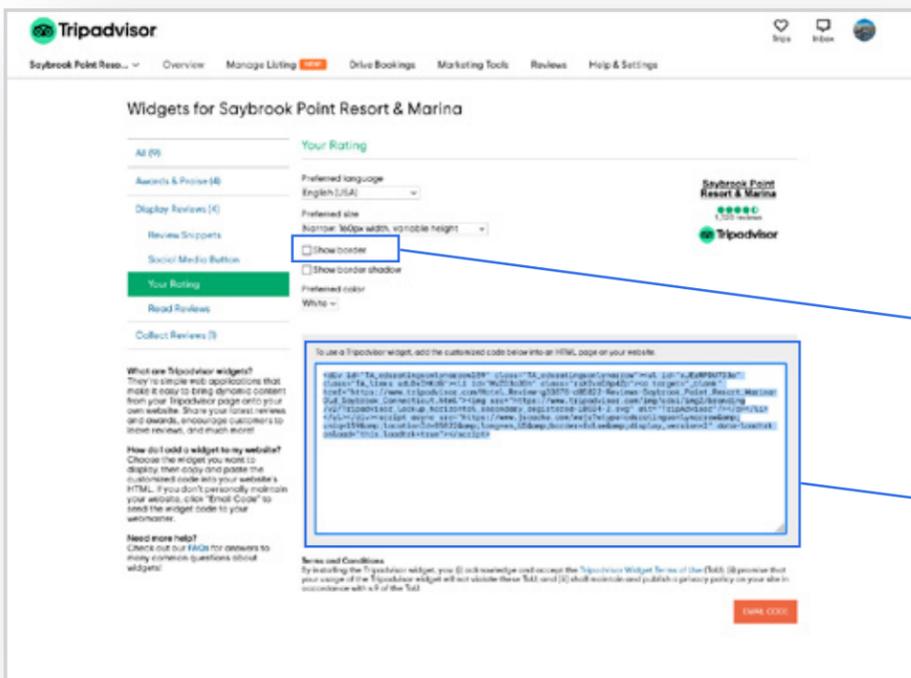




3 Select “Your Rating” Widget

Once you’ve selected your property, you’ll be brought to the widgets screen within the TripAdvisor web experience.

Please select the “Your Rating” widget as depicted to the left.

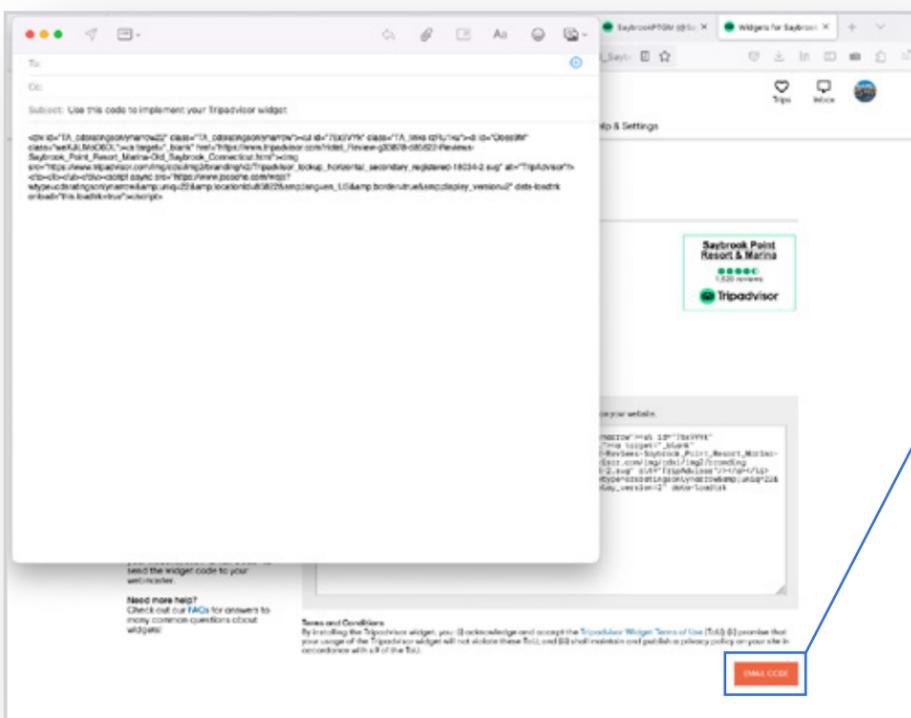


4 Sending Your “Widget” Code

After you’ve selected the “Your Rating” widget, you’ll be brought to your options menu on how you’d like the widget to display on CTvisit.com. **Please make sure that the “Show Border” option is unchecked.**

And then you’re all set. The code highlighted in this box is all your regional admin will need.

Please copy this block of code.



5 “Your Rating” Widget Options

After you’ve copied your embed code, please click the orange “EMAIL CODE” button at the bottom of your screen. It will call up your email with a pre-selected subject line and the code will be pre-populated into the body of your email.

Please make sure you address the email to **Rob Damroth — ctvisit.webeditor@ct.gov** and please include:

- the name of your property; and
- a link (URL) to your listing on CTvisit.com.

GETTING HELP

Submitting Help Tickets

As part of the admin experience for partners, you have the ability to submit help tickets directly to the CTvisit team directly through the website.

Click on "Find Help" in the left-hand navigation

Click "Create a new Help Ticket"

Fill out the simple form by first indicating whether you have a question, reporting that something isn't working, or wanting to provide feedback.

Please provide as much detail as possible so the admin team can assist. Once submitted, an email will go to the CTvisit admin team for support.

You'll find your submitted help tickets and responses within your dashboard once they've been responded to.

The image shows two screenshots of the CTVISIT website. The top screenshot displays the 'MY HELP TICKETS' dashboard, which includes a 'Find Help' button in the left-hand navigation and a 'Create a new Help Ticket' button. The bottom screenshot shows the 'CTVISIT.COM HELP' form, which includes a 'WHAT'S THE NATURE OF YOUR REQUEST?' section with radio buttons for 'I have a question', 'Something isn't working', and 'I want to provide feedback'. It also features a 'DESCRIPTION / DETAILS' section with a text area and a 'SUBMIT HELP REQUEST' button.