



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

INSTRUCTIONS FOR BUSINESS LISTINGS ON TOURISM SITES

CT Visit – State Tourism Website

[Click here to visit the Town of Winchester's page on the CTVisit website.](#) This is the type of page you will be creating by going through this process, but for your business!

1. Create an Account
 - a. Go to ctvisit.com/user
 - b. Under the “Log In” button, there is a link that says “Don't have a username, apply to become a partner here.” Click the link in that sentence.
 - c. Fill out the form that appears on your screen thoroughly and completely. When asked to list your business' name, ensure that it is spelled and appears the way you want it to appear on the State of Connecticut's tourism website. Put your best foot forward!
 - d. Press “Submit” at the bottom of the screen.
 - e. Wait – you will receive an email from the State of Connecticut within a few days with confirmation that your account is created. That email should include your username and instructions on how to access your account.
 - f. If more than a week goes by without hearing from the State, contact the Town Manager's Office here in Winchester at townmanager@townofwinchester.org and we will help you get connected with someone who can help speed up the process.
2. Using Your Account
 - a. Once you have successfully created an account and logged into the CT Visit system, you will be brought to a page entitled “My Content” where you should see your business listed as a link. Click on that link to open the editing portal for your new page on the State Tourism website.



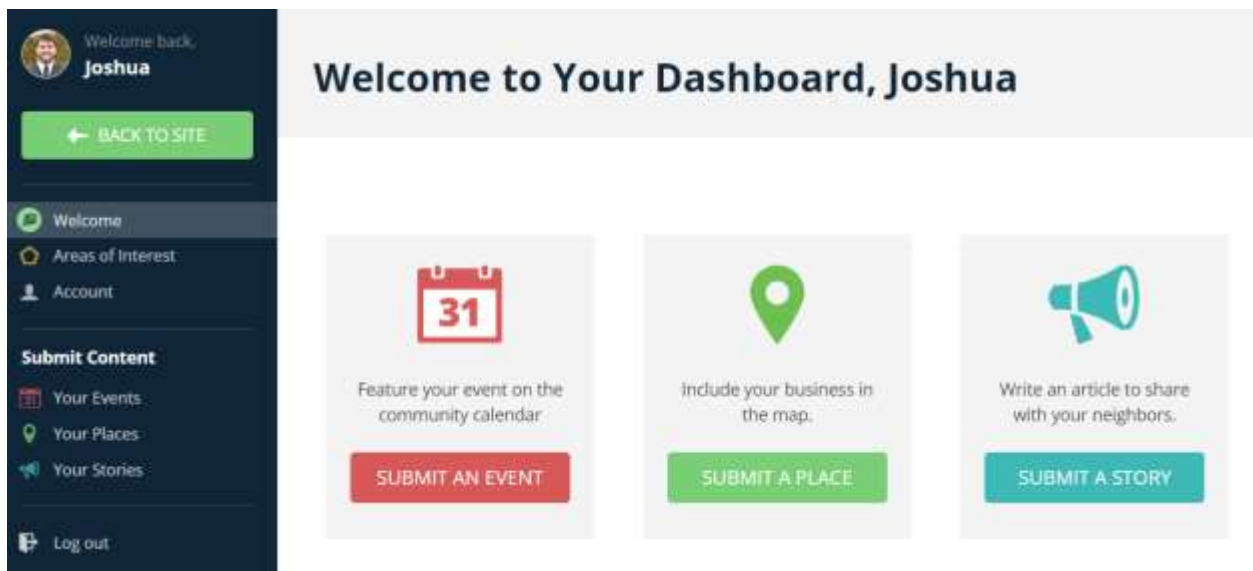
- b. The page you are brought to will show you what your page looks like right now to the public. To make edits, click “New Draft” in the navigation bar towards the top of your page.
- c. From here, you can edit your page and customize it to a great extent. To change different aspects of your page and add both information and photos to your page, use the navigation bar to the left-hand side of the page.

A screenshot of the CTVISIT website showing the 'Edit Listing' form for 'Town of Winchester/Winsted'. The form is titled 'Status: New draft of live content.' and includes a sidebar with navigation links: Basic Information, Categories, Media, Social, Meetings/Group Info, Attributes, Additional Contact Info, Events, Deals, and Shopping. The main form area contains fields for 'Name of Property' (Town of Winchester/Winsted), 'Open After COVID' (checkbox), 'Region' (dropdown), 'Property Type' (dropdown), and 'ADDRESS' (Address 1 and Address 2 fields). The 'VIEW PUBLISHED', 'NEW DRAFT', and 'MODERATE' buttons are visible at the top right of the form.

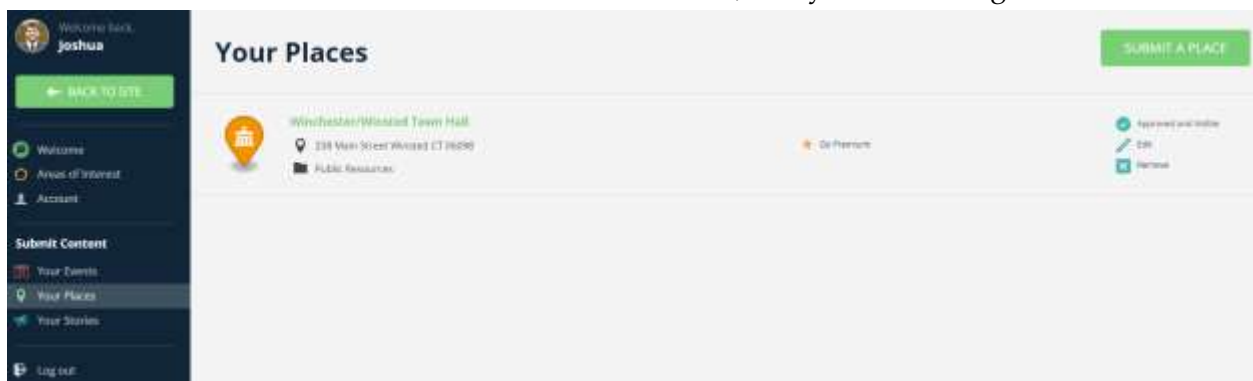
- d. As you add information and upload photos on each page, scroll to the bottom of the page when you’re done and click “Save” to ensure your progress is not lost. “Saving” changes the way that the page looks publicly, so be certain that you are listing your information carefully and that you proofread everything.
- e. Success! You now have an up-to-date, functional page on the CT State Tourism Website. Include a link to the page on your website and social media pages.

[Discover Litchfield Hills Regional Tourism Website & Town Website](#)

1. Create an Account
 - a. Go to townofwinchester.org/places
 - b. Click the button that says “Submit a Place”
 - c. Click the button that says “Create your free account”
 - d. Create your account on the CivicLift website
2. Using Your Account
 - a. Use your new login credentials to sign into CivicLift through the link found on the townofwinchester.org/places page.
 - b. You will be brought to a page with several options. Click on the “Submit a Place” button.



- c. Fill out the form that appears on your screen thoroughly and completely. When asked to list your business’ name, ensure that it is spelled and appears the way you want it to appear on the two tourism websites. Put your best foot forward!
- d. Once your place is created, you can access it with the “Your Places” button on the left-hand side of the screen. Click that, and you’ll be brought to this screen:



- e. Click the “edit” button the the right of your place to change any details about your listing in the future.

- f. You can also add events that you're holding by clicking on the "Your Events" button on the left.
- g. Success – your business is now listed on both the Discover Litchfield Hills and the Town of Winchester websites!