



[www.VisitWilliamsburg.com](http://www.VisitWilliamsburg.com) user login instructions

*You have the ability to log into the data engine for the new VisitWilliamsburg.com to maintain and update your tourism business profile and tourism events.*

To access the data portal, click here: <http://data.visitwilliamsburg.com>

**OR** go to VisitWilliamsburg.com, scroll to the bottom, and click “Manage Your Listings”

*To access your business and/or event profile, go to the data portal. You will see a login screen like this one:*



## Login

*Enter your username and password below and we'll move you right along.*

[Forgot Password?](#) [Register for an Account](#)

Username

Password

Remember my username

**LOG IN**

***If you signed up to attend the VisitWilliamsburg.com website training, you already have an account.***

1. Your username is your email address.
2. Click “Forgot Password”, enter your email address and follow the prompts.

***If you do not already have an account, click on “Register for an Account” and follow the prompts.***

*After your account is set up, go back to the data portal, log in and you will arrive at your user dashboard, which will look something like this:*

### CJ's Dashboard

Search Text

Product:  Category:

City:

**SEARCH**  Active Only  Exclude Events

Search results: Page 1 of 1

List ID	Property Name	Address	Phone	Listing Owner	Users
3388	<u>Williamsburg Choral Guild presents The Spirit of Prophecy (2015-11-15 - 2015-11-15)</u>	at Warhill High School Auditorium Williamsburg, VA 23188	757-220-1808		u: corrinajferguson@gmail.com

1 results found.

Red text indicates listing is not active for any products, and/or event record is expired. Recently updated/added listings appear inactive until approved. Please allow 72 hours for approval.

**Tools**  
[Listings](#)  
[Add New Event](#)  
[Add New Listing](#)  
**My Account**  
[Manage Profile](#)

#### To edit your business or event info:

- Click on the item circled in red in the sample, "Property Name". It will bring you to the detailed page for that business or event.
- If you would like to ADD a new business or event to the Visit Williamsburg website, use the "Tools" section, highlighted in yellow in the above sample.
- If you manage a business or event that HAS AN EXISTING LISTING on the Visit Williamsburg website, but you do not see it on your dashboard, email Corrina at [Ferguson@visitwilliamsburg.com](mailto:Ferguson@visitwilliamsburg.com) to assist.

Note: In all cases, the website rules will determine how businesses and events are approved and show on the website. You can find the rules here: <http://www.wadmc.com/VisitWilliamsburgBusinessRules.cfm>

For more detailed instructions on updating your information, please watch the training videos. You can access the videos here:

<http://www.wadmc.com/VisitWilliamsburgBusinessRules.cfm>