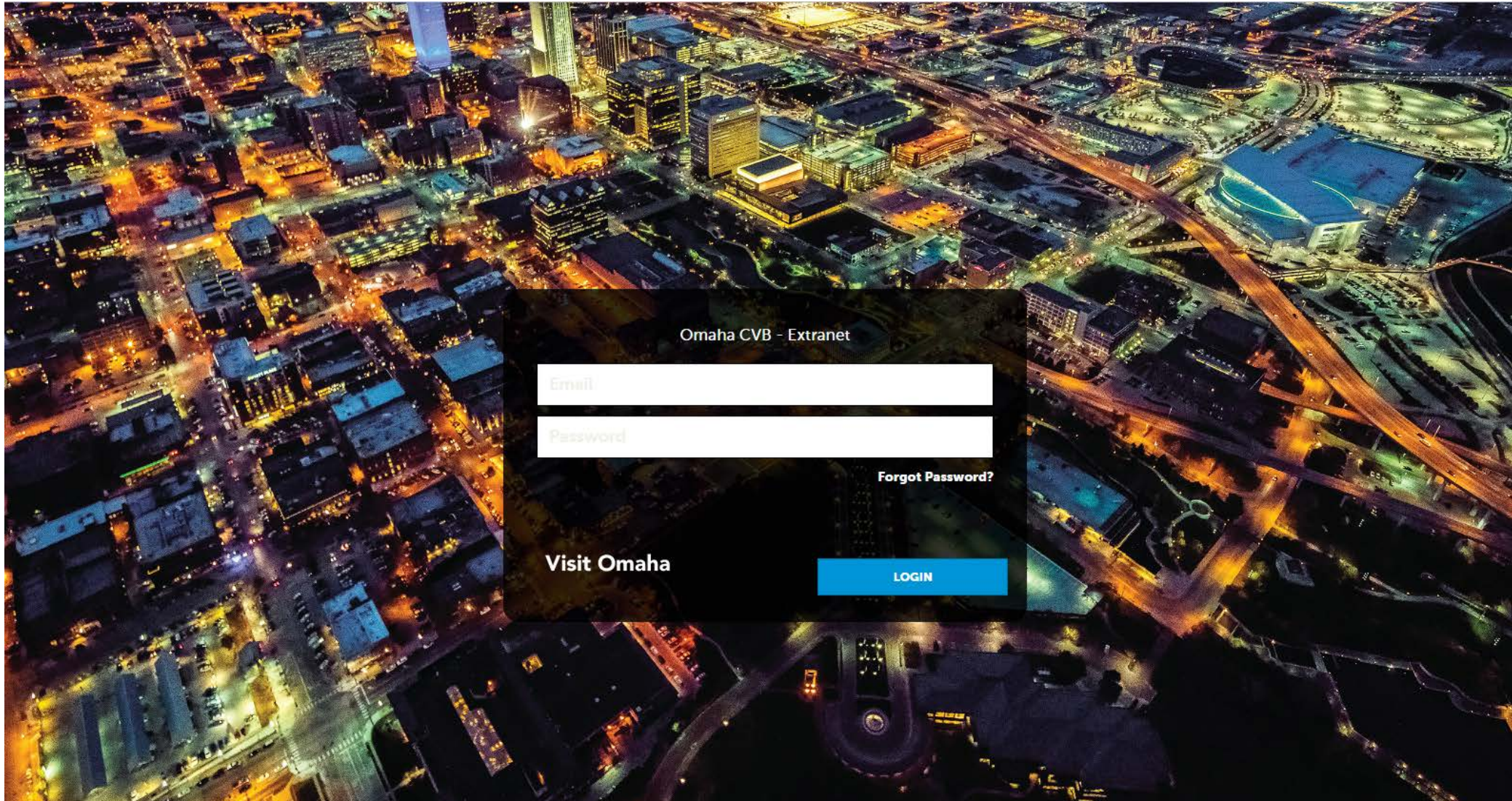# PARTNER EXTRANET TRAINING GUIDE:
CALENDAR OF EVENTS

Questions, Comments, Concerns
Hotels: Sue Chevalier 402-444-1624 or schevalier@visitomaha.com
All other Partners: Jasmyn Goodwin 402-444-7024 or jgoodwin@visitomaha.com

LOGIN SCREEN

COLLATERAL – EVENTS

Clicking the **Collateral** icon, displays options for listings, special offers, calendar of events, media (i.e. images) and occupancy data submission.

ADDING EVENTS

Events

Filters (0)   ⚙ Manage Filters

Pending is: **Title contains:**

[▼]   [   ]

APPLY FILTERS

ADD EVENT ←   ◀ Page 1 of 1 ▶ Go to Page: [1] ▶

Actions	Event ID	Title	Rank	Start Date	End Date	Event Category	⚙
✏ 👁 ⧉ 🗑	23619	Omaha Restaurant Week	Recurring Events	09/15/2017	09/24/2017	Foodie Events	

After you click the **Collateral** icon and then **Calendar of Events**, you will be presented with your business's events. The pencil icon will allow you to edit an existing event. By clicking the eyeball icon, you can view the existing event. The clone icon will allow you to duplicate an event. You can also create a new event by clicking the **Add Event** button.

ADDING EVENTS (CONT'D)

When you view, edit or add an event, you can quickly scroll to a section on the page by clicking the links on the left side of the page. If you are viewing an event, the top left will display an **Edit** button. If you are editing an event, the top left button will say **Save**.

IMPORTANT NOTE: Any edits or adding of events will require approval from Visit Omaha. Upon saving your updates, Visit Omaha will be notified of your changes/adds.

ADDING EVENTS (CONT'D)

The Calendar of Events has a recurrence model built in. You can make your event a one-time event, daily, weekly, monthly, or yearly. If it is not a one day event, you can choose your recurring days of the event. Depending upon if it is daily, weekly, monthly, or yearly, your recurrence may change. At the bottom of the recurrence section, you can choose to end your event after a certain number of occurrences or on a specified date.

ADDING EVENTS (CONT'D)
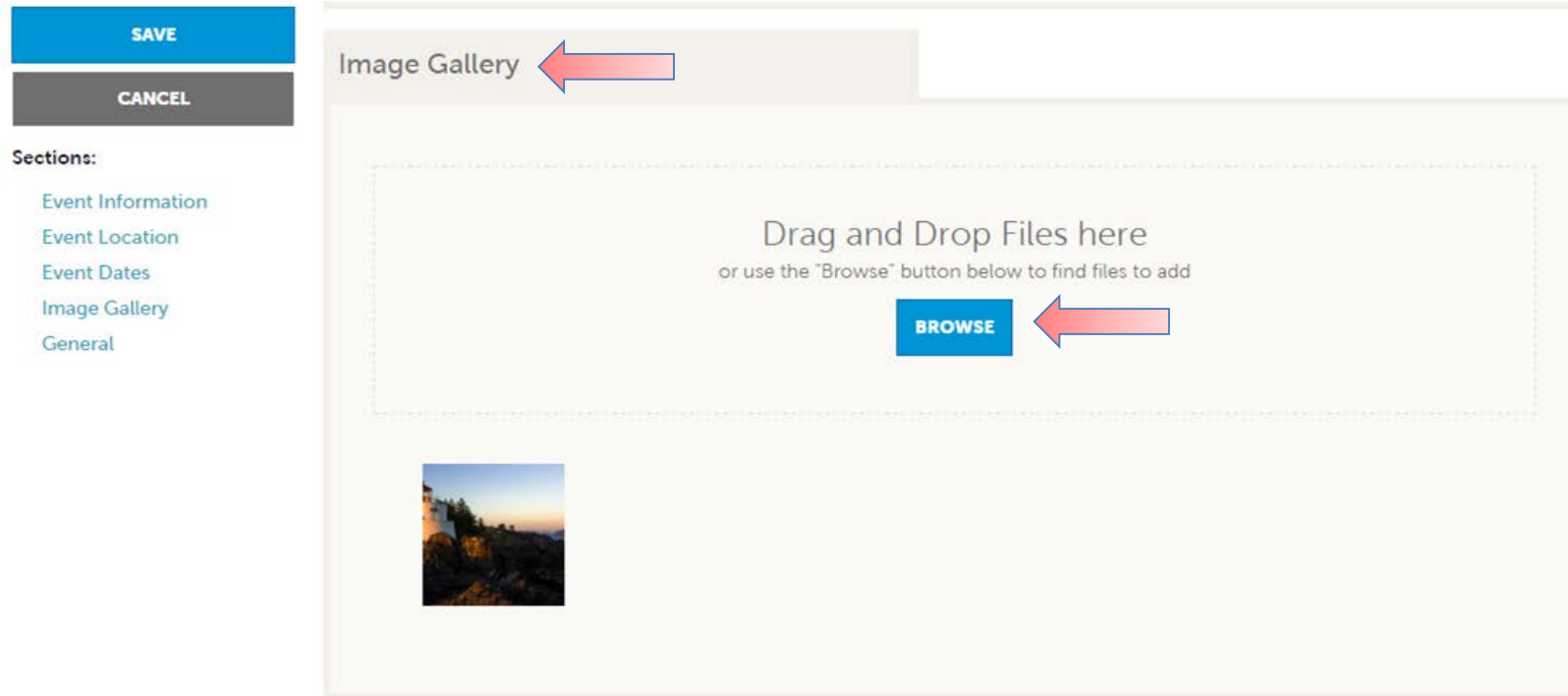
As with **Listings** and **Special Offers** you can add images to your event. Adding images to an event is a little different though. In the image Gallery section on the event, you can drag and drop an image or click the Browse button to search your computer for an image.

IMPORTANT NOTE: Calendar images should be 800px wide by 547px high. Images should be experiential and not a promotional graphic.

FIND MORE TRAINING GUIDES UNDER "PARTNER BULLETINS"

Questions, Comments, Concerns
Hotels: Sue Chevalier 402-444-1624 or schevalier@visitomaha.com
All other Partners: Jasmyn Goodwin 402-444-7024 or jgoodwin@visitomaha.com