

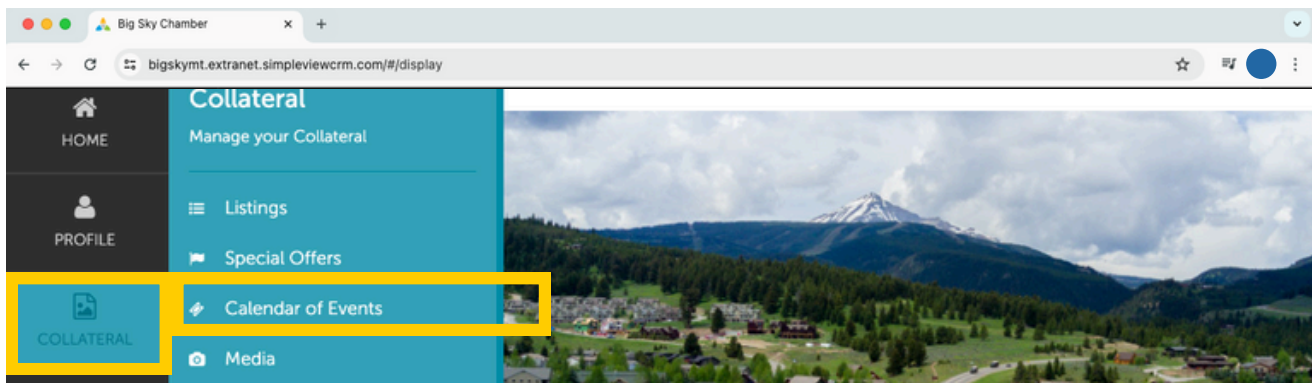
Events



Navigate to your Events

Create and update events to be displayed on the website in association with your listings. **Or submit your event here.**

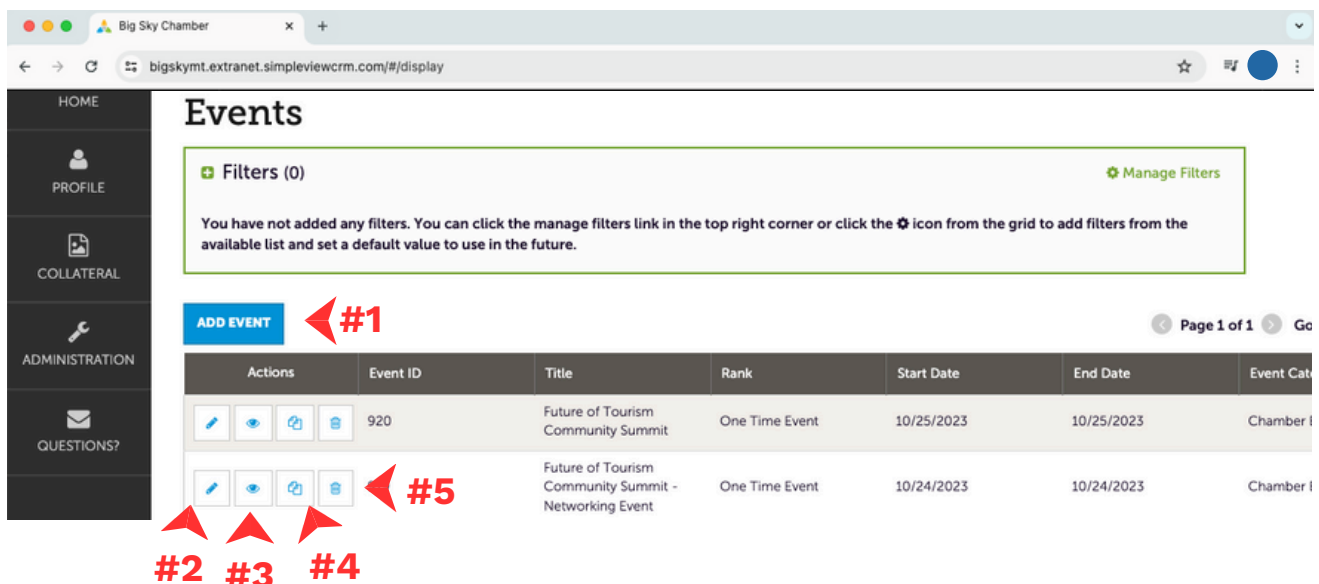
www.visitbigsky.com/things-to-do/events-calendar/submit-your-event/



1

How to Add, Edit, and Update Events

- **#1** “Add Event” will create a new event.
- **#2** The Pencil icon will allow you to edit the event
- **#3** The eyeball icon will allow you to view the existing event.
- **#4** The clone icon will allow you to duplicate an event.
- **#5** The trashcan icon will allow you to delete an event.



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**Some resources in the Member Portal are for Chamber Members Only*

Events Information

2 All of the below are required

- **Account:** Defaults to the account you are login in
**Please check if you have multiple accounts
- **Title:** Name of the event
- **Contact:** Primary contact associated with the event (if different contact is needed please email info@visitbigskymt.com)
- **Admission:** Cost of the admission
- **Description:** Brief description of the event
- **Rank:** Select one
- **Categories:** Select one
- **Website:** You will be able to link this event to an external website
- **Phone:** Phone number of primary contact
- **Event Location:** Venue
- **Address:** Address where the event is occurring
- **Event Dates:** You can make your event a one-time event, daily, weekly, monthly, yearly, or custom.

The screenshot shows a web browser window with the URL bigskymt.extranet.simpleviewcrm.com/#/display. The page title is "New Event". On the left is a dark sidebar with icons and labels: HOME, PROFILE, COLLATERAL, ADMINISTRATION, and QUESTIONS?. The main content area has a "SAVE" button in a blue box and a "CANCEL" button in a grey box. Below these are "Sections:" with a dropdown menu and links for "Event Information", "Event Location", "Event Dates", and "Image Gallery". The "Event Information" section contains: "Account: *Required" with a text field; "Title: *Required" with a text field and a red error bar that says "Title is required"; "Contact:" with a dropdown menu showing "--Choose One--"; "Featured:" with radio buttons for "YES" and "NO"; "Admission:" with a text field; and "Description: *Required" with a rich text editor toolbar.

Note: You must click the save button!

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