



**Visit Fort Worth**  
**111 W. 4th Street | Suite 200 | Fort Worth, Texas**  
**76102-3951**

**Partner Portal Instructions**  
**Partner Collateral**  
**(Calendar of Events)**

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## Viewing Your Member Collateral:

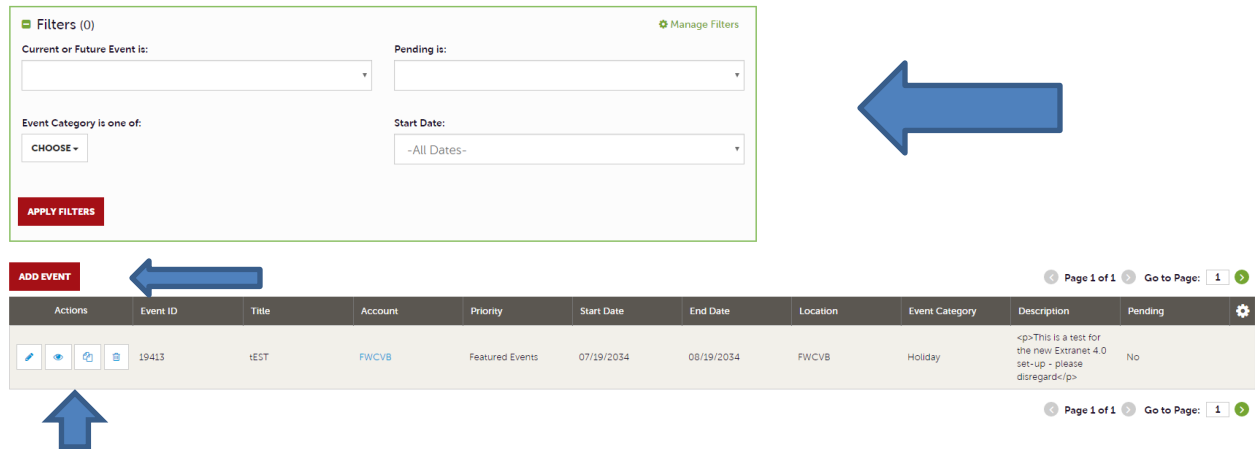
Click on the **Collateral Icon** on the left side navigation panel. This will display the details on file for your Partner account with the Fort Worth Convention and Visitors Bureau.

**IMPORTANT NOTE:** Any edits or adding of Calendar of Events and/or Media will require approval from the Bureau. Upon saving your updates, the Bureau will be notified of your changes/additions.

## Calendar of Events





This feature provides partners the opportunity to create and update events to be displayed on the website in association with their listings. You can also create those via the Fort Worth CVB website.

### Events



The screenshot shows the 'Events' management interface. At the top, there is a filter section with a 'Filters (0)' indicator and a 'Manage Filters' link. Below this are four dropdown menus: 'Current or Future Event is:', 'Pending is:', 'Event Category is one of:' (with a 'CHOOSE' button), and 'Start Date:' (with a '-All Dates-' option). A red 'APPLY FILTERS' button is located below the filters. To the right of the filter section, a large blue arrow points left towards the 'APPLY FILTERS' button. Below the filter section is a red 'ADD EVENT' button with a blue arrow pointing left towards it. Below the 'ADD EVENT' button is a table with the following columns: Actions, Event ID, Title, Account, Priority, Start Date, End Date, Location, Event Category, Description, and Pending. The table contains one row with the following data: Actions (edit, view, clone, delete icons), Event ID (19413), Title (TEST), Account (FWCVB), Priority (Featured Events), Start Date (07/19/2034), End Date (08/19/2034), Location (FWCVB), Event Category (Holiday), Description (-p>This is a test for the new Extranet 4.0 set-up - please disregard</p>), and Pending (No). A blue arrow points up towards the 'Actions' column. At the bottom right of the table, there is a pagination control showing 'Page 1 of 1' and 'Go to Page: 1'.

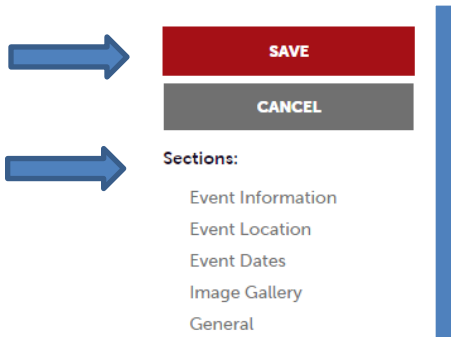
After you click the Collateral icon and then Calendar of Events, you will be presented with your property's events. The pre-set filters will allow you to search for events.

-  The pencil icon will allow you to edit an existing event.
-  The eyeball icon will allow you to view the existing event.
-  The clone icon will allow you to duplicate an event.
-  The trashcan icon will allow you to delete an event.

## How to edit/update Events

When you view, edit, or add an event, you can quickly scroll to a section on the page by clicking the links of the left 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. **You must click the Save button before any of your changes are actually saved!**

### Update Event



If you know you are editing just one section, click on that section and it will take you to that area.

**You must click the Save button before any of your changes are actually saved!**

#### a) Event Information

The screenshot shows the 'Event Information' form. At the top left, it says 'Colored Fields are Required'. The form contains several fields: 'Account' (dropdown menu with 'FWCVB'), 'Title' (text input with 'tEST'), 'Contact' (dropdown menu with 'Andrea Timbes'), 'Admission' (text input), 'Description' (rich text editor with a toolbar and the text 'This is a test for the new Extranet 4.0 set-up - please disregard'), 'Priority' (dropdown menu with 'Featured Events'), 'Website' (text input), 'Phone' (text input), and 'Categories' (dropdown menu with 'HOLIDAY'). There is also a note 'Select all that apply' near the categories field.

- **Account:** Defaults to the account you are logged in
- **Title:** Name of the event
- **Contact:** Primary contact associated with the event
- **Admission:** Cost of the admission
- **Description:** Brief description of the event
- **Priority:** Select one
- **Website:** You will be able to link this event to an external website
- **Phone:** Phone number of primary contact
- **Category:** Select one that would apply most to this event

## b) Event Location

### Event Location

<b>Venue:</b> --Choose One--	<b>Address 1:</b> 111 W. Fourth St, Suite 200
<b>Address 2:</b> 	<b>City:</b> Fort Worth
<b>State/Province:</b> TX	<b>Zip/Postal Code:</b> 76102-3950
<b>Location:</b> FWCVB	

- **Venue:** Location where the event is being held (tied to a listing)
- **Address:** Address where the event is occurring
- **City:**
- **State:**
- **Zip Code:**
- **Location:** Location Name

## c) Event Dates

### Event Dates

**Start Date:** Required 07/19/2034

**Times:**  
e.g. 3:00 PM on Tuesdays and 12:00 PM on Thursdays

**Start Time:**

**End Time:**

One Day **Daily** Weekly Monthly Yearly Custom

**Daily Recurrence Options**

Every 1 Days

Every Weekday

**Recurrence End**

No End Date

End after 0 occurrences

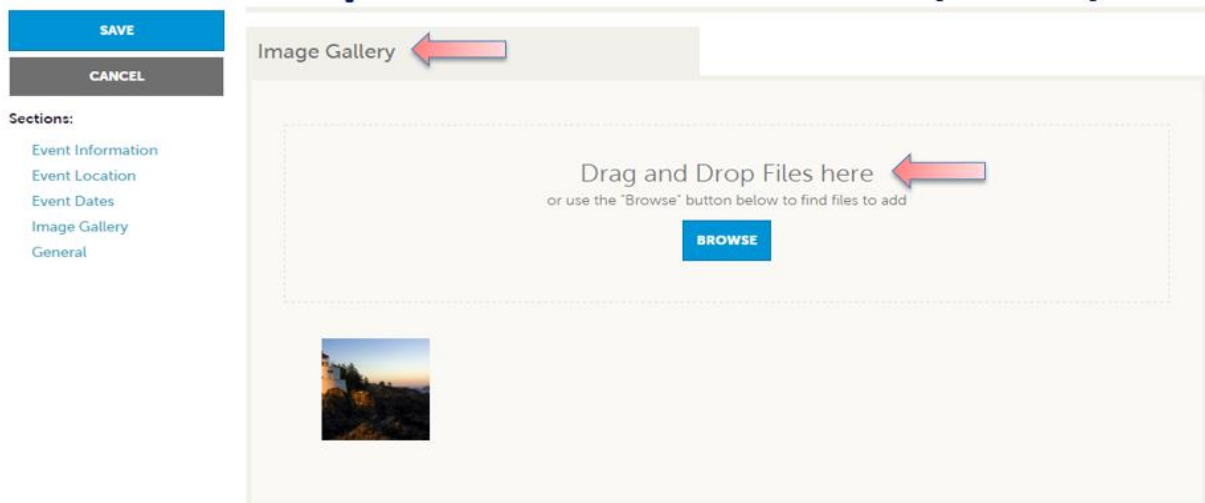
End on 08/19/2034

For events that recur multiple times, choose the appropriate settings based on how often it occurs. Additional options may be available depending on the setting chosen.

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.

- **Start Date:** Date of the event
- **Times:** Time frame of the event in general, i.e. 3:00 PM on Tuesday
- **Start Time:** Time of the event start
- **End Time:** Time of the event end
- **Daily Recurrence Options:** Select how often the event will occur. For events that re-occur multiple times, choose the appropriate settings based on how often it occurs.
- **Recurrence End:** Select one. Additional options may be available depending on the setting chosen.

#### d) Image Gallery



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.

#### NOTE:

*Image must be in either a 'jpg', 'gif', 'png', 'bmp' or 'jpeg' format and be less than 600px wide and 400px high. Fort Worth CVB reserves the right to reject, modify and reuse all submitted images.*

#### e) General

- **Handicap Accessible:** Please select applicable

## How to create new Events

You can also create a new event by clicking the “Add Event” button.

**SAVE**

**CANCEL**

**Sections:**

- Event Information
- Event Location
- Event Dates
- Image Gallery
- General

**Event Information**

Colored Fields are Required

**Account:** Required

--Choose One--

**Title:** Required

**Contact:**

--Choose One--

**Admission:**

**Description:** Required

Source B I S I<sub>x</sub> [Rich Text Editor Icons]

When you add an event, you can quickly scroll to a section on the page by clicking the links of the left of the page. All fields in **Red** are required fields.

***You must click the Save button before any of your changes are actually saved!***