



Calendar of Events Instructions Partner Extranet

The [Calendar of Events](#) feature on the VLG Website enables us to display Leisure Events on the website. Leisure Events include festivals, concerts, sporting events and other activities of interest to visitors happening in the area.

HOME | EVENTS Share

Lake Geneva Area Events

From live music, acclaimed festivals and annual family favorites, the Lake Geneva area has an event for every interest and every member of the family. Please note that events are subject to change or cancellation. We recommend that you call or check event websites to confirm details in advance.

View: GRID LIST MAP Sort By: DATE | NAME | DISTANCE

August 30, 2023

One Time Event

AUG 30 2023 Frank Lyman Trunk Show
Aug. 30 - Aug. 31
Cornerstone Shop & Gallery

AUG 30 Indigo Canyon LIVE!
Dates vary between July 26, 2023 - August 30, 2023
Maxwell Mansion

How Do Extranet Users (partners) Access the Calendar of Events on the Extranet?
Partner contacts can access and add the Leisure Events related to that user's associated account(s) once they are logged into the VLG Partner Extranet. (*Please contact us if you are not able to get to this tool and we will update your security settings.*)

The [Collateral Menu](#) on the left navigation panel of the Extranet houses the Calendar of Events submenu. This submenu allows users to create, access and manage Leisure Events that are displayed on the VLG website.

Visit Lake Geneva Extranet maggiesdenandpen@gmail.com Logout Maggie's Den and Pen

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Post Board

- Lakeland Community Church
Amanda Breen
08/23/2023
Hello!
We live in an area where over 20% of people work in the hospitality field where most of them work on weekends. This doesn't even include all of our amazing first responders, nurses, doctors, coaches, busy parents, and everyone else that finds it hard to get a Sunday morning free to come to church.
Read More...
- Healing Grounds Center
Julie Eisenhardt
08/23/2023
Hello VLG partners!

Events Page Overview

Partner contacts with access to the Events grid can submit, view, and edit Leisure Events via the Extranet. **Events submitted must be open to the public and of interest to visitors.**

Events Grid

The Events grid allows Extranet users with access to view past, current and future Leisure Events that have been created for the associated account(s). The Calendar of Events landing page displays Leisure Events based on applied criteria in the filters box and the grid view settings for each Extranet user.

Leisure Events shown in the grid appear based on the criteria set in the filters box above it, which the user can manage. Columns sort by ascending order on first click and then descending order when clicked a second time. The grid also provides action item links to these Leisure Events.

Actions	Event ID	Title	Rank	Start Date	End Date	Event Category
Edit Delete Add Refresh	7846	3 Day St. Patrick's Day Celebration - Modern Day Romeros	One Time Event	03/18/2022	03/18/2022	Community Events, Food & Drink, Music & Nightlife
Edit Delete Add Refresh	7847	3 Day St. Patrick's Day Celebration - Brodo	One Time Event	03/17/2022	03/17/2022	Community Events, Food & Drink, Music & Nightlife
Edit Delete Add Refresh	7848	3 Day St. Patrick's Day Celebration - Feat. Big Al Wezsel Band	One Time Event	03/19/2022	03/19/2022	Community Events, Food & Drink, Music & Nightlife
Edit Delete Add Refresh	7845	3 Day St. Patrick's Day Celebration - Shamrock Shuffle After Party	One Time Event	03/19/2022	03/19/2022	Community Events, Food & Drink, Sports & Recreation
Edit Delete Add Refresh	5830	Green Beer and SODA Band live music!	One Time Event	03/20/2021	03/20/2021	Music & Nightlife
Edit Delete Add Refresh	5586	Halloween Bash	One Time Event	10/31/2020	10/31/2020	Music & Nightlife
Edit Delete Add Refresh	5594	Live Music - Blue Rhythm Duo	One Time Event	11/19/2020	11/19/2020	Music & Nightlife
Edit Delete Add Refresh	9608	Live Music - Elmie Malmgren	One Time Event	09/23/2022	09/23/2022	Music & Nightlife

Filters Box

The filters box allows users to apply limiting criteria to search for and display their Leisure Events within the grid located below it.





An additional feature of the filters box is the 'Manage Filters' option, located in the upper-right corner. 'Manage Filters' allows a user to establish available filters in the filters box. Users can also select which pre-populated values are present in those filters. Users can also access the filters by clicking the tool/gear icon.

Actions	Event ID	Title	Rank	Start Date	End Date	Event Category
Edit Delete Add Refresh	7846	3 Day St. Patrick's Day Celebration - Modern Day Romeros	One Time Event	03/18/2022	03/18/2022	Community Events, Food & Drink, Music & Nightlife

Users can select, for instance, to only view events coming up in the next day, week, month, etc. Or they could choose to view events by a specific start date. There are many filter options available.

Action Items Accessible from the Grid

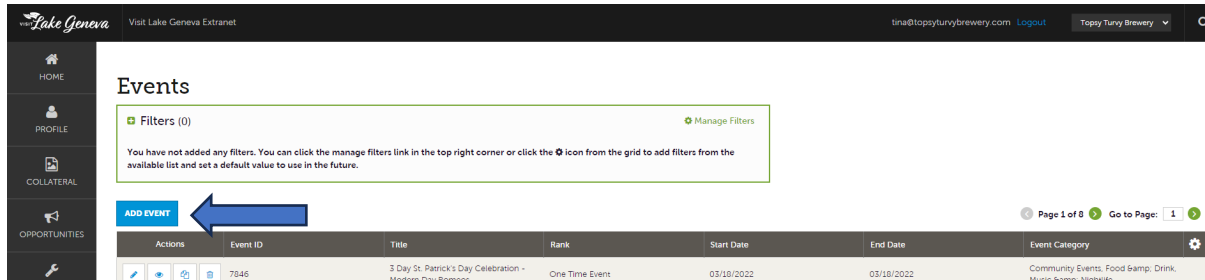
The following action item links can appear within the Events grid:




- Click the pencil icon  to edit a Leisure Event
- Click the eye icon  to view and edit a Leisure Event
- Click the multiple pages icon  to clone a Leisure Event
- Click the trash can icon  to delete a Leisure Event

Adding a New Leisure Event

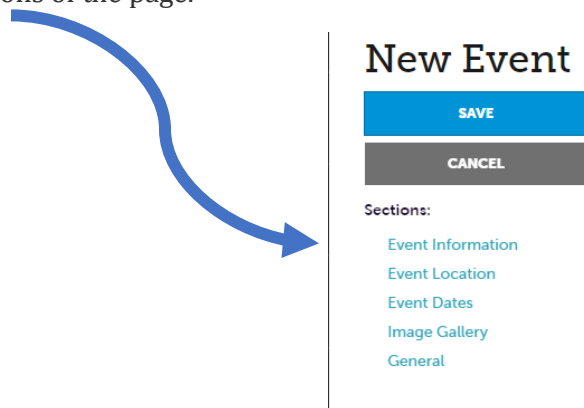
Extranet users can create a new Leisure Event by completing the following steps:

Step 1: Click the 'Add Event' button to create a new Leisure Event on the DMO's Calendar of Events.



Actions	Event ID	Title	Rank	Start Date	End Date	Event Category
  	7946	3 Day St. Patrick's Day Celebration - Modern Day Romeros	One Time Event	03/18/2022	03/18/2022	Community Events: Food & Drink, Music & Nightlife

Step 2: Complete the New Event details page. The side navigation pane provides quick links to specific sections of the page.



New Event

SAVE

CANCEL

Sections:

- [Event Information](#)
- [Event Location](#)
- [Event Dates](#)
- [Image Gallery](#)
- [General](#)

The following descriptions relate to fields within the New Event's sections:

Event Information

Account: The member or partner associated to the Leisure Event. If the Extranet user manages multiple accounts, available accounts will display within the field's dropdown.

Title: The name or title of the Leisure Event.

Contact: The primary person (Contact listed on the Account) associated with the Leisure Event.

Admission: The cost for participation in the Leisure Event. For instance, "\$12 for kids and \$25 for adults." This is a text field, be as thorough as possible.

Description: A brief description of the Leisure Event.

Email: The email address for inquiries regarding the Leisure Event. This email may be displayed with the Leisure Event's details.

Rank: This field's dropdown choices show priority levels for Leisure Events. Select the rank that best matches the priority for the Leisure Event. *This field can be used as a filter in the calendar search function.*

- One-time event = Unique events that typically happen once a year like festivals, fairs, etc.
- On-going events = regularly scheduled events like daily/weekly/monthly music or food events, workshops/classes, markets, etc.

Website: This field can hold a link (URL) to an external website for more information regarding details of the Leisure Event.

Phone: The phone number for inquiries regarding the Leisure Event. This may be displayed with the Leisure Event's details on a website or in another publication.

Categories: The system allows users to associate Leisure Events with more than one Event classification group. These associations can increase the frequency that Leisure Events show up in searches on the VLG Event Calendar.

To choose more than one category simply hold the Control key on your keyboard and click each of the categories you wish to associate your event with. Category examples include Art & Theater, Music & Nightlife, Recreation & Sports, Fairs & Festivals, etc.

****See the category definitions table below for guidelines on assigning categories to your events.**

Host Organization Listing: In cases where the host is not the same as the venue, users can associate the Leisure Event with a secondary listing representing the group or business in charge of presenting the event. (Only Partner Listings with types set to 'Show on Web' = 'Yes' will display in this field). *If the host organization does not have a listing in our system, the user can simply type in the organization's name within the 'Host Organization Name' field and leave the Host Organization Listing field blank.*

Host Organization Name: This field should be populated with the name of the group or business in charge of presenting the Leisure Event.

EVENT CATEGORIES


CATEGORY NAME	EVENTS THAT SHOULD BE IN THIS CATEGORY
Arts & Theater	Events associated with this category are focused on the arts and theater. <i>Examples include gallery events, stage productions, art/craft fairs, staged readings, etc.</i>
Charitable	Events associated with this category must be held in support of a non-profit or other charitable organization or cause. <i>Examples include cancer fundraisers, walks, galas, etc.</i>
Fairs & Festivals	Events associated with this category will be local or regional activities with a large attendance expected. <i>**Typically, the event will have Fair or Festival as part of the name.</i>
Farms & Farmers Markets	Events associated with this category will be happening at or in support of local farms and makers. <i>Examples include corn mazes, apple/pumpkin farm activities, farmers markets, etc.</i>
Food & Drink	Events associated with this category will include a food and/or beverage element. <i>Examples include happy hours, fish fries, wine/beer walks, weekly food events, menu tastings, etc.</i>
Holiday	Events associated with this category must be in conjunction with/celebrating a recognized holiday. <i>Examples include events associated with Labor/Memorial Day celebrations, 4th of July, St. Patrick's Day, Halloween/Easter/Thanksgiving/ Christmas, etc.</i>
Family Friendly	Events associated with this category should be open to attendees of ALL ages. <i>**This category will mostly be used as a secondary category.</i>
Museums & History	Events associated with this category will be held at or associated with local museums and other historical venues and topics.
Music & Nightlife	Events associated with this category will have a music and/or entertainment component. <i>Examples include weekly live music at bars/restaurants, comedy shows, community music events, etc.</i>
Recreation & Sports	Events associated with this category will include recreational and/or sports focused activities. <i>Examples include fitness class/workshops, races, contests, bingo/trivia nights, etc.</i>
Restaurant Week	This category is reserved <i>specifically</i> for restaurants REGISTERED to participate in the annual Visit Lake Geneva Restaurant Week event.
Retail & Shopping Events	Events associated with this category should include two or more retail operations and/or vendors. <i>Examples include Maxwell Street Days, trunk shows, wine walks, vendor fairs/markets, etc.</i>
Winterfest	This category is reserved <i>specifically</i> for activities surrounding the annual Visit Lake Geneva Winterfest event.
Workshop & Classes	Events associated with this category will offer interested parties an opportunity to learn something. <i>Examples include fitness classes, library activities, business seminars, etc.</i>

Event Location

Venue Listing: Detailed information (the Listing) representing the location where the Leisure Event is being held. The location and address information will auto-populate with the venue's data when selected. Only Listing types set to 'Show on Web' = 'Yes' will display in the field.

Address (multiple fields): The specific geographical location of the Leisure Event's occurrence.

Location: The name of the place or area where the Leisure Event is occurring. *If the location does not have a corresponding Listing, users may type the name in this field.*



Event Dates

Start Date: For one-day Leisure Events, users select the date the event is occurring. For new recurring Leisure Events, users should select the first occurrence of the Leisure Event.

Times: This field auto-populates with data from the 'Start Time' and 'End Time' fields. Users can manually update the field with time variations, for example "3 PM to 5 PM on Tuesdays and 12 PM to 2 PM on Thursdays."

Start Time: The time the Leisure Event begins in the local time zone where the Leisure Event is occurring.

End Time: The time the Leisure Event ends in the local time zone where the Leisure Event is occurring.

Recurrence: Click on the button (i.e., One Day, Daily, Weekly, Monthly, Yearly, Custom) appropriate to the Leisure Event's occurrence or recurrence.

Additional options appear, depending on the recurrence setting chosen. For example, the image below shows the fields that display when a user selects the 'Yearly' recurrence button.

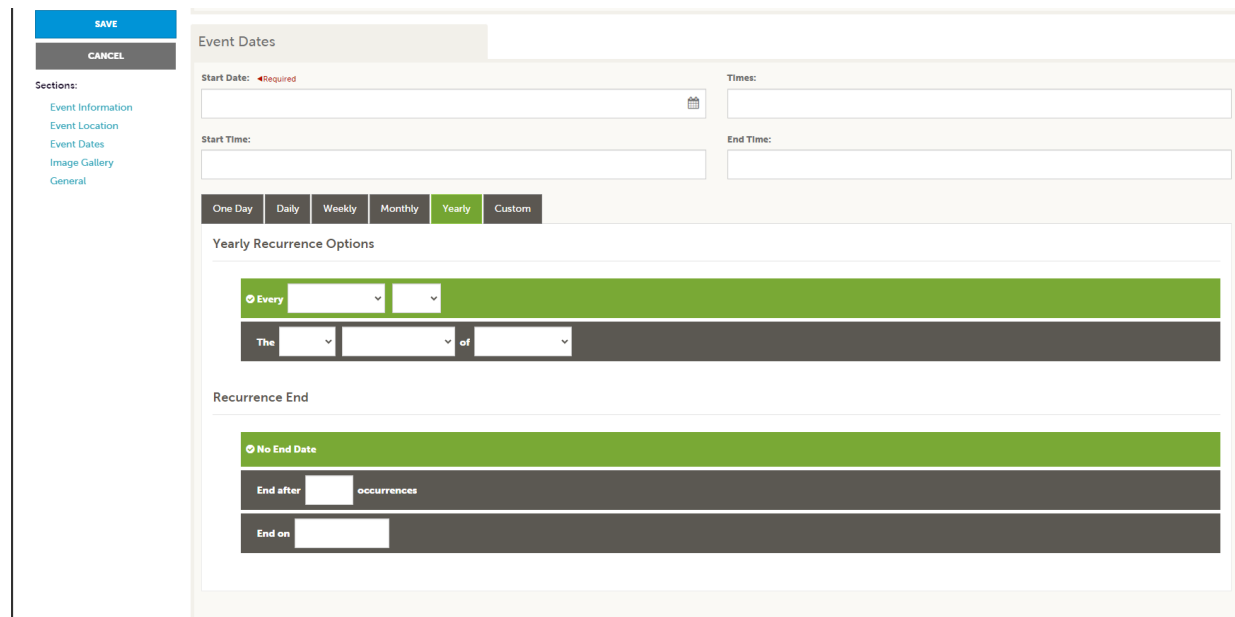


Image Gallery

Click the 'Browse' button within this section or drag/drop an image file (PDF, JPG and PNG) to upload one or more images associated with the Leisure Event.

General Info

If you have information to include in this section, you can but it is not required. We do recommend that you include a Facebook event link if one exists for your event.

The screenshot shows two sections of a form. The top section is titled "Image Gallery" and contains a message: "Please upload highest quality image you have available. Image files must not be smaller than 2 MB." Below this is a large dashed box with the text "Drag and Drop Files here" and "or use the 'Browse' button below to find a file to add". A blue "BROWSE" button is located below the dashed box, with a green arrow pointing to it from the right. Below the dashed box is a red error bar that says "! Image Gallery is required". The bottom section is titled "General" and contains six input fields: "Alt Email:", "Facebook URL:", "Summary:", "Twitter URL:", "Job Link:", and "Video URL:".

Step 3: Click the 'Save' button in the top left to submit the Leisure Event details to VLG for review.

New Event

The screenshot shows two buttons: a blue "SAVE" button and a grey "CANCEL" button. A green arrow points to the "SAVE" button from the right.

Sections:

- [Event Information](#)
- [Event Location](#)
- [Event Dates](#)
- [Image Gallery](#)
- [General](#)

The CRM automatically places new Leisure Events in a 'Pending' status.

Leisure Events in a Pending Status

A clock icon  displays on the Events grid for Leisure Events in a 'Pending' status. An Event cannot be updated until the previous set of changes has been reviewed and approved by the VLG staff. If the VLG staff reviews and approves it, the Leisure Event displays on the Events grid with action item links for editing, viewing, cloning, and deleting. Additionally, the approved Leisure Event appears on the VLG website's Event Calendar. The system automatically removes Leisure Events that are not approved/are denied.

For questions on submitting/updating events that you have created please contact either

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OR Christi Hunter, Partnership Manager
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