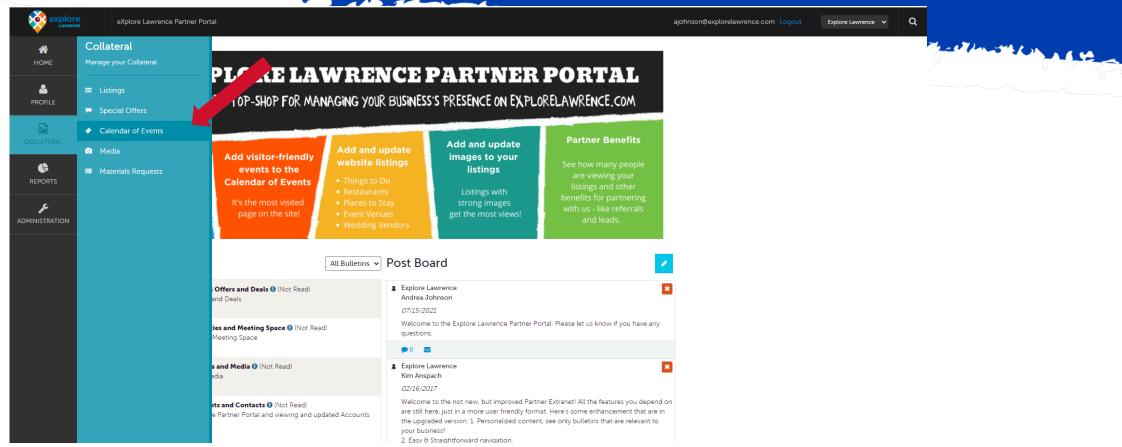# TRAINING MANUAL

EXPLORELAWRENCE.COM PARTNER PORTAL
EVENTS

Click "Collateral" and then "Calendar of Events" to be presented with your property's events for the explorelawrence.com events calendar.

After you click the Collateral icon and then Calendar of Events, you will be presented with your property'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.

EXPLORELAWRENCE.COM PARTNER PORTAL

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 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 eXplore Lawrence. Upon approval of your updates, you will be notified via email.

Event Information Section

1. Account – select from dropdown.

2. Title – Name of the event.

3. Contact – Choose the contact that eXplore Lawrence should reach out to if there are questions about the event. This field is not required.

4. Admission – Admission/Ticket price. This can be left blank, but we suggest adding "FREE" if there is no cost to attend. People like that word ☺

5. Description – Enter the details of the event. What makes your event unique, and why will visitors to come? Include the details that you would want to know as a visitor.

6. Email – This is the email address that the public can email for questions about the event.

7. Rank – Pick between One Time Event and Ongoing Event. Most events will be One Time. Events that happen regularly like a weekly trivia night are considered ongoing.

8. Website – Event website. Can be a Facebook event url.

9. Phone – Enter the phone number that the public can call for questions about the event.

10. Categories – Select all categories that fit your event. You may select multiple by using the Ctrl button.

11. Host Organization Listing – If you have a web listing on our website use this field. This will search for your listing.

12. Host Organization Name – If nothing comes up in the Host Organization Listing, use this field to type in the Host Organization's name.

Event Location

13. Venue Listing – The location of the event. Start typing in this box to find the listing for the event location if it is different from the Host Organization. If there is not a listing for the location, leave this blank.

14. Location – Type in the location is there is not a listing for it.

15-19. Address/City/State/Zip – This will autopopulate if there is a listing associated with the location. Fill it in if there is not or if the address differs from what is filled in.

Event Dates

20 Start Date: ◄Required

This is the start date of your event.

21 Times:

This is an alpha-numeric field. Use this if you have multiple times for your event. EX: Mondays at 3PM and Saturdays at 10AM. If you use this do not fill in the start time and end time below.

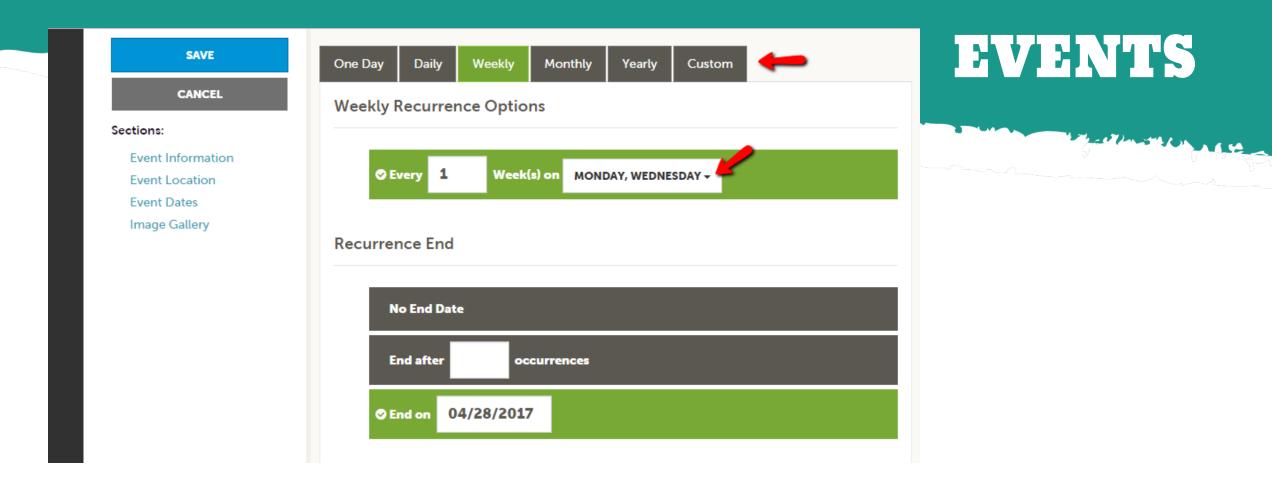**22** Start Time:

23 End Time:

Event Dates

20. Start Date – The start date of your event.

21. Times– Time of the events. Use this field when you have multiple times for your event (Fridays and 5PM and Saturdays at 10AM). If you use this field you will not fill in the next two fields (Start Time and End Time)

22. Start Time – Start time of the event
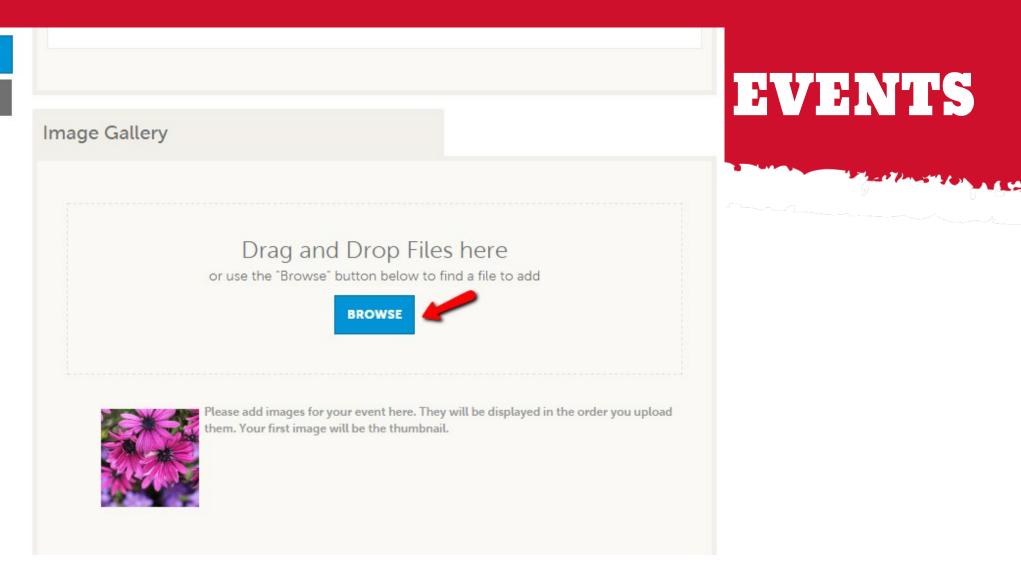
23. End Time – End time of the event

EVENTS

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 for 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.

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.