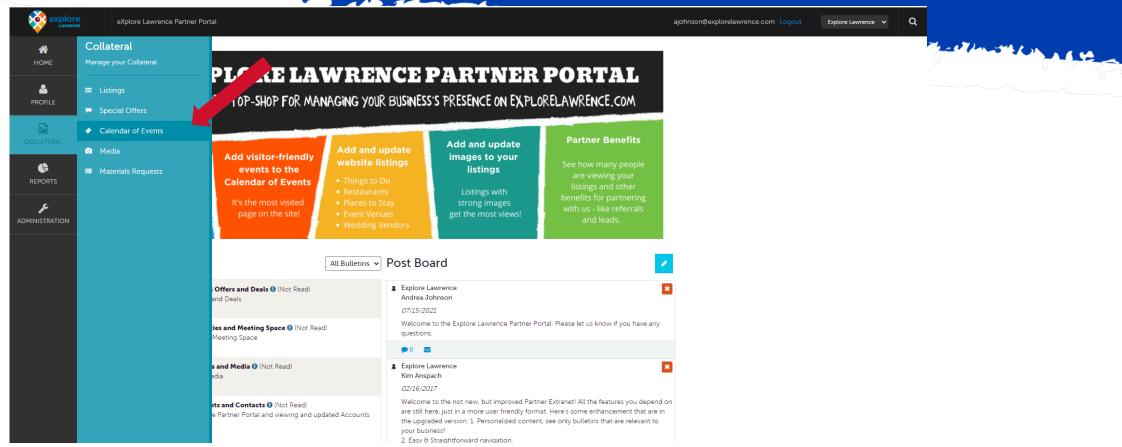
TRAINING MANUAL

EXPLORELAWRENCE.COM PARTNER PORTAL EVIENTES







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

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¢	ADD EVENT					🕜 Page 1 of 5 👂 Go to Page: 🚺 👂	
REPORTS	Actions Event ID	Title	Rank	Start Date	✓ End Date	Event Category	
	17105	Mindful Crafting: Foam Stamps	One-Time Event	10/09/2021	10/09/2021	Arts, Wellness	
	 Image: A state of the state of	Final Friday with John Brown! Featuring various local Artists	One-Time Event	09/24/2021	09/24/2021	Arts, Exhibits, Family, Final Fridays	
	 17014 	Annual Downtown Lawrence Sidewalk Sale	One-Time Event	09/09/2021	09/09/2021	Shopping	
	 C 17023 	Final Friday with Fally Afani "Celebrating Local Music" with a Live Performance by Tyler Gregory	One-Time Event	08/27/2021	08/27/2021	Arts, Performance, Wellness, Final Fridays	
	 Image: Constraint of the second second	Final Friday with Marvin Crum	One-Time Event	07/30/2021	07/30/2021	Arts, Exhibits, Final Fridays	
	 (2) (2) (2) (2) (3) (4) (5) (5) (5) (5) (5) (5) (5) (6) (6)	Final Friday with David McCuistion	One-Time Event	06/25/2021	06/25/2021	Arts, Exhibits, Family, Final Fridays	
	 2 2 16362 	Final Friday with Lawrence Parks & Green Spaces Art Project	One-Time Event	05/28/2021	05/28/2021	Arts, Exhibits, Final Fridays	
	15925	Final Friday with Lawrence Parks & Green Spaces Art Project	One-Time Event	01/29/2021	01/29/2021	Arts, Exhibits, Family, Final Fridays	
	 2 2 2 15768 	Final Friday with Chris Minton	One-Time Event	10/30/2020	10/30/2020	Arts, Exhibits, Family, Wellness, Final Fridays	
		The Alexandric Alexandric Alexand					

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.

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номе	New Event					Contraction and the
	SAVE	Event Information				
COLLATERAL	CANCEL Sections: Event Information	Thanks for using the UnmistakablyLawrence.com calendar to promote your event. Any field with a "?" has an explanation of what information should go there. If you have more questions please email: admin@explorelawrence.com				
	Event Location Event Dates Image Gallery	Account: <required by="" doubletree="" hilton="" lawrence<="" td=""><td>Title: 4</td><td>Required</td><td></td><td></td></required>	Title: 4	Required		
REPORTS		 Contact: Choose One 	Admissio	en:		

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.

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explo	eXplore Lawrence Partn	er Portal		ajohnson@explorelawrence.com	Lawrence V Q	
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¢	Event Location	Account: <a>Required	2	Title: Required		2
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pe		? Contact:	4	Admission:		
ADMINISTRATION		Caleb Deines	~	FREE	e	
		Description:			//	
		Image: Source B I Source B I Source Image:				
		This is your event description. Tell everyone what makes your eve	ent unique and why they will not want to miss it in this box.			
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		body p				

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. EXPLORELAWRENCE.COM PARTNER PORTAL

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CANCEL		Choose One	·
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Event Information Event Location Event Dates	8 (?) Website:		IDVENTS
Image Gallery	Phone:	Categories: Required	
		CHOOSE AMONG THE FOLLOWING +	
		Use your control button to select multiple categories. Please select all and only those that apply to your event.	
1	Host Organization Listing:	() Host Organization Name:	
	Event Location		
	(?) Venue Listing:	⑦ Location:	
	Lawrence Visitors Center (Web: Attraction: Arts & Culture)	Lawrence Visitors Center	
	(?) Address 1:	Address 2:	
	812 Massachusetts St		
	City:	State/Province:	
	Lawrence	KS	
	Zlp/Postal Code:		
	66044		

- 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.

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SAVE	(?) Email:	(?) Rank: <pre>Required</pre>	
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	Host organization Listing.	The organization name.	
	Event Location		
	13 (?) Venue Listing:	Location:	
	Lawrence Visitors Center (Web: Attraction: Arts & Culture)	Lawrence Visitors Center	
	15 3 Address 1:	ddress 2:	
	812 Massachusetts St		
	17 City:	1 Bstate/Province:	
	Lawrence	KS	
	Zip/Postal Code:		
	66044		

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.



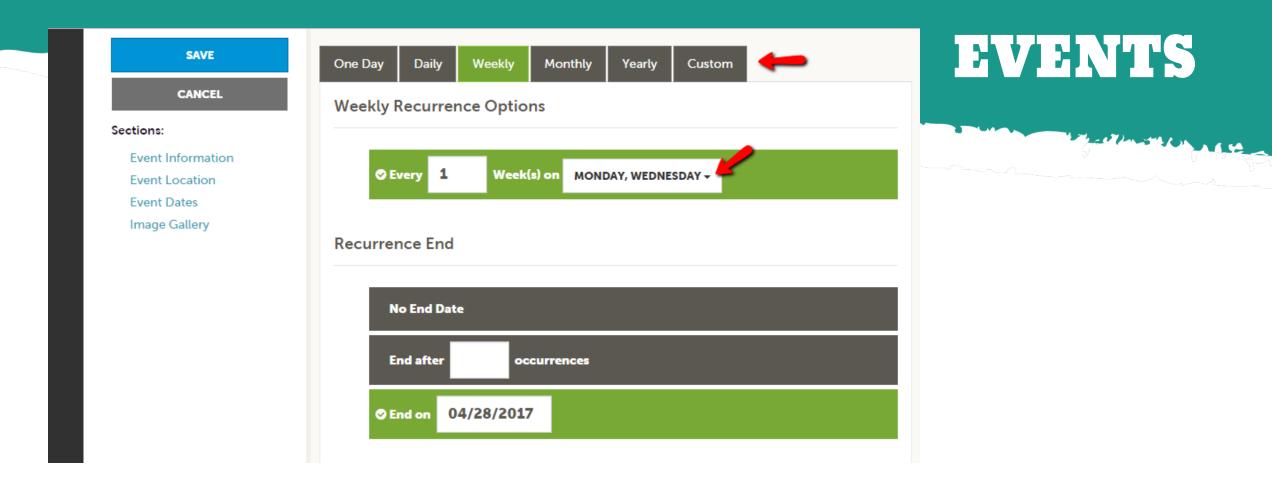
Event Dates

20. Start Date – 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



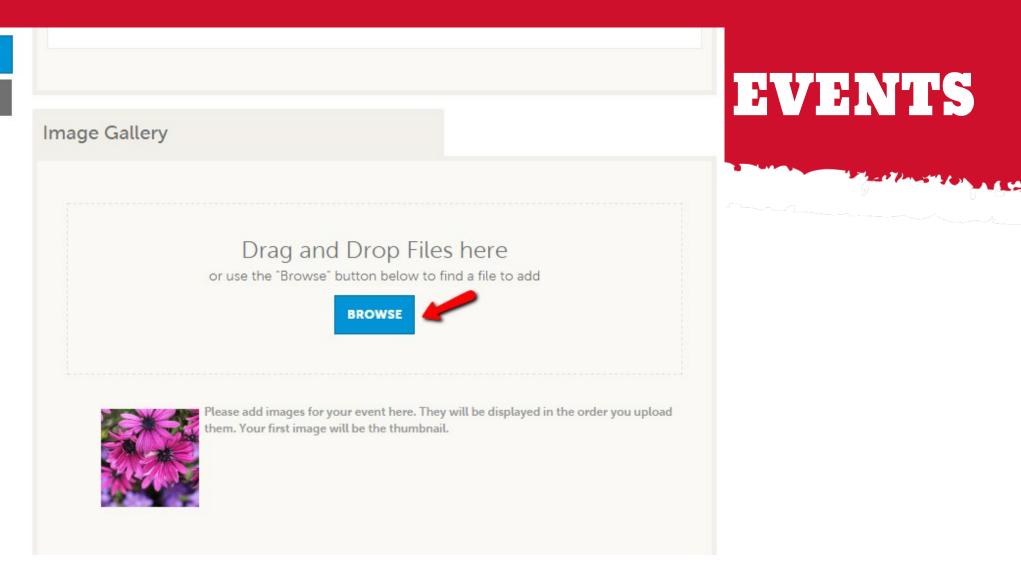
The Calendar of Events has a recurrence model built-in. You can make your event a one-time event, daily, weekly, monthly, or yearly. If it is not a one-day event, you can choose your recurring days for the event. Depending upon if it is daily, weekly, monthly, or yearly, your recurrence may change. At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



CANCEL

Sections:

Event Information Event Location Event Dates 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.