

TRAINING MANUAL

EXPLORELAWRENCE.COM
PARTNER PORTAL
EVENTS



EVENTS

The screenshot shows the 'eExplore Lawrence Partner Portal' interface. The top navigation bar includes the logo, user email 'ajohnson@explorelawrence.com', a 'Logout' link, and a search bar. The left sidebar contains a menu with 'HOME', 'PROFILE', 'COLLATERAL', 'REPORTS', and 'ADMINISTRATION'. The 'COLLATERAL' section is expanded, showing 'Listings', 'Special Offers', 'Calendar of Events' (highlighted with a red arrow), 'Media', and 'Materials Requests'. The main content area features a header 'EXPLORE LAWRENCE PARTNER PORTAL' and a sub-header 'ONE-STOP-SHOP FOR MANAGING YOUR BUSINESS'S PRESENCE ON EXPLORELAWRENCE.COM'. Below this are four colored boxes: 'Add visitor-friendly events to the Calendar of Events' (orange), 'Add and update website listings' (yellow), 'Add and update images to your listings' (teal), and 'Partner Benefits' (green). The bottom section is titled 'Post Board' and contains two posts from 'Explore Lawrence'.

explore LAWRENCE
eExplore Lawrence Partner Portal
ajohnson@explorelawrence.com Logout Explore Lawrence

HOME
PROFILE
COLLATERAL
REPORTS
ADMINISTRATION

Collateral
Manage your Collateral

Listings
Special Offers
Calendar of Events
Media
Materials Requests

EXPLORE LAWRENCE PARTNER PORTAL
ONE-STOP-SHOP FOR MANAGING YOUR BUSINESS'S PRESENCE ON EXPLORELAWRENCE.COM

Add visitor-friendly events to the Calendar of Events
It's the most visited page on the site!

Add and update website listings
• Things to Do
• Restaurants
• Places to Stay
• Event Venues
• Wedding Vendors

Add and update images to your listings
Listings with strong images get the most views!

Partner Benefits
See how many people are viewing your listings and other benefits for partnering with us - like referrals and leads.

All Bulletins Post Board

Offers and Deals (Not Read)
and Deals

ies and Meeting Space (Not Read)
Meeting Space

s and Media (Not Read)
edia

nts and Contacts (Not Read)
e Partner Portal and viewing and updated Accounts

Explore Lawrence
Andrea Johnson
07/15/2021
Welcome to the Explore Lawrence Partner Portal. Please let us know if you have any questions.

Explore Lawrence
Kim Anspach
02/16/2017
Welcome to the not new, but improved Partner Extranet! All the features you depend on are still here, just in a more user friendly format. Here's some enhancement that are in the upgraded version: 1. Personalized content, see only bulletins that are relevant to your business!
2. Easy & Straightforward navigation.

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

EXPLORELAWRENCE.COM PARTNER PORTAL

EVENTS

Events

Filters (0) [Manage Filters](#)


You have not added any filters. You can click the manage filters link in the top right corner or click the icon from the grid to add filters from the available list and set a value to use in the future.

ADD EVENT

Page 1 of 5 Go to Page: 1

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
	17181	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
	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
	16765	Final Friday with Marvin Crum	One-Time Event	07/30/2021	07/30/2021	Arts, Exhibits, Final Fridays
	16515	Final Friday with David McCuiston	One-Time Event	06/25/2021	06/25/2021	Arts, Exhibits, Family, Final Fridays
	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
	15768	Final Friday with Chris Minton	One-Time Event	10/30/2020	10/30/2020	Arts, Exhibits, Family, Wellness, Final Fridays

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.



LogoutDoubleTree by Hilton Lawrence

HOME

PROFILE

COLLATERAL

OPPORTUNITIES

REPORTS

New Event

SAVE

CANCEL

Sections:

Event Information

Event Location

Event Dates

Image Gallery

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

Account: Required

DoubleTree by Hilton Lawrence

Title: Required

Contact: ?

--Choose One--

Admission:

EVENTS

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.

EXPLORELAWRENCE.COM PARTNER PORTAL

lawrence.extranet.simpleviewcrm.com/leisurecalendar/#/edit

explore LAWRENCE

eExplore Lawrence Partner Portal

ajohnson@explorelawrence.com Logout Explore Lawrence

New Event

SAVE

CANCEL

Sections:

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

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

1 Account: Required

Lawrence Visitors Center

2 Title: Required

Best event ever at the Lawrence Visitors Center

3 Contact: ?

Caleb Deines

4 Admission:

FREE

5 Description: Required

Source B I S Ix

This is your event description. Tell everyone what makes your event unique and why they will not want to miss it in this box.

body p

EVENTS

Event Information Section

1. Account – select from dropdown.
2. Title – Name of the event.
3. Contact – Choose the contact that eExplore 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

lawrence.extranet.simpleviewcrm.com/leisurecalendar/#/edit

SAVE **CANCEL**

Sections:

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

6 Email:

7 Rank: Required

--Choose One--

Rank is required

8 Website:

9 Phone:

10 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.

11 Host Organization Listing:

If you have a web listing on our website use this field. This will search for your listing. If nothing that matches comes up in the search, use "Host Organization Name" field to the right.

12 Host Organization Name:

Event Location

Venue Listing:

Lawrence Visitors Center (Web: Attraction: Arts & Culture)

Address 1:

812 Massachusetts St

City:

Lawrence

Zip/Postal Code:

66044

Location:

Lawrence Visitors Center

Address 2:

State/Province:

KS

EVENTS

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.

EXPLORELAWRENCE.COM PARTNER PORTAL

lawrence.extranet.simpleviewcrm.com/leisurecalendar/#/edit

SAVE
CANCEL

Sections:

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

Email:

Rank: Required
--Choose One--
Rank is required

Website:

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.

Host Organization Listing:

If you have a web listing on our website use this field. This will search for your listing. If nothing that matches comes up in the search, use "Host Organization Name" field to the right.

Host Organization Name:

Event Location

13 Venue Listing: Lawrence Visitors Center (Web: Attraction: Arts & Culture)

14 Location: Lawrence Visitors Center

15 Address 1: 812 Massachusetts St

16 Address 2:

17 City: Lawrence

18 State/Province: KS

19 Zip/Postal Code: 66044

EVENTS

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 if 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.

EVENTS

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

SAVE

CANCEL

Sections:

Event Information

Event Location

Event Dates

Image Gallery

One DayDailyWeeklyMonthlyYearlyCustom

Weekly Recurrence Options

Every1Week(s) on

MONDAY, WEDNESDAY

Recurrence End

No End Date

End after occurrences

End on04/28/2017

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.

EVENTS

SAVE

CANCEL

Sections:

Event Information

Event Location

Event Dates

Image Gallery

Image Gallery

Drag and Drop Files here

or use the "Browse" button below to find a file to add

BROWSE



Please add images for your event here. They will be displayed in the order you upload them. Your first image will be the thumbnail.

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.