



Extranet 4.0 Member Instructions

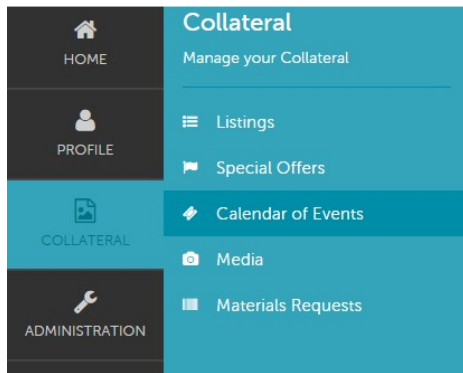
Calendar of Events

<https://manitoba.extranet.simpleviewcrm.com>

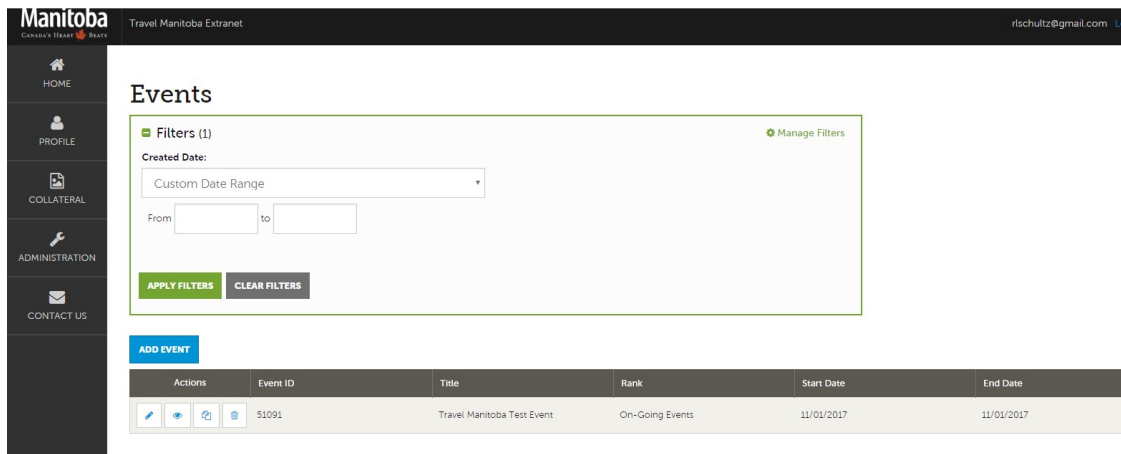
**Travel Manitoba
21 Forks Market Road
Winnipeg, Manitoba
Canada R3C 4T7
www.travelmanitoba.com**

Collateral > Calendar of Events



- The Calendar of Events area will allow you to manage the events associated with your account.



- The main calendar of events page will list all of the events associated with your account.



- You can navigate this page in the following manner:
 - The Pencil icon will bring you to the Update Event page and allow you to edit the event information.
 - The Eye icon will bring you to the Event Details page.
 - Once on the Event Details page clicking the Edit button will bring you to the Update Event page.
 - Clicking the Clone button on the Event Details page will create a new event, keeping all the information of the event you were previously viewing. This allows you to create a new event by entering a new date for example, while retaining all the information of the existing event.
 - The Pages icon will allow you to clone any existing event as outlined above.
 - The Trash Can icon will allow you to delete an existing event.

Actions	Event ID	Title
   	51091	Travel Manitoba Test Event

- To add a new event, click the Add Event button.



Collateral > Calendar of Events > Event Information

- Basic information such as your event title, a contact from your business (if applicable), admission price, website, email and phone number can be entered here.
- Select a category your event would fall under. To select more than one category, press and hold the Ctrl button down on your keyboard and click multiple categories.
- Add a description for your event. Please note that you can modify your text with the mini-editor to add bold, italics, ordered and unordered lists as well as web links.
- All fields with “Required” need to be completed in order to create a new or edit an existing event.

The image shows a form titled 'Event Information'. Several fields are highlighted with red boxes to indicate they are required: 'Account', 'Title', 'Categories', and 'Description'. The 'Account' field contains 'Travel Manitoba Test Account'. The 'Title' field is empty. The 'Categories' field is a dropdown menu with the text 'CHOOSE AMONG THE FOLLOWING...'. The 'Description' field includes a mini-editor toolbar with options for bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, and image.

- Host Organization Listing:** You can associate your event with a secondary listing (representing the organization that is hosting the event, in cases where the host is not the same as venue) that may be found in Travel Manitoba’s system.
 - When you begin typing in this field, it will begin to auto-populate with listings from Travel Manitoba’s system. If you find the correct match, click it to select it or highlight it and then press enter.
- Host Organization Name:** If the host organization does not have a listing in our system, you can simply type in their name in this field.

The image shows two input fields side-by-side. The left field is labeled 'Host Organization Listing:' and the right field is labeled 'Host Organization Name:'. A red arrow points to the 'Host Organization Name' field.

Collateral > Calendar of Events > Event Location

- Location information from your event can be entered here.
- **Venue Listing:** A listing representing the location (from Travel Manitoba's system) where the event is being held.
 - When you begin typing in this field, it will begin to auto-populate with listings from Travel Manitoba's system. If you find the correct match, click it to select it or highlight it and then press enter.
 - The location and address information will pre-populate the remaining fields.
- **Location:** If the location doesn't have a corresponding listing, you may type the name here and then key in the address information in the remaining fields.

The screenshot shows the 'Event Location' form with the following fields:

- Venue Listing: [Text input field]
- Location: [Text input field]
- Address 1: [Text input field]
- Address 2: [Text input field]
- Address 3: [Text input field]
- City: [Text input field]
- State/Province: [Text input field]
- Zip/Postal Code: [Text input field]

Red arrows point from the text above to the Venue Listing and Location fields.

Please note that if you'd like your event to show on TravelManitoba.com under your listing, you must select your own listing in either the Host Organization Listing or Venue Listing fields.

Collateral > Calendar of Events > Event Dates

- Enter in the date of your event as well as start and end times. Please note that the Times field will auto-populate with the times entered into the Start & End Time fields.
- If your event reoccurs you can set dates in this area.

The screenshot shows the 'Event Dates' form with the following fields:

- Start Date: [Text input field with calendar icon] (Required)
- Start Time: [Text input field]
- End Time: [Text input field]
- Times: [Text input field]

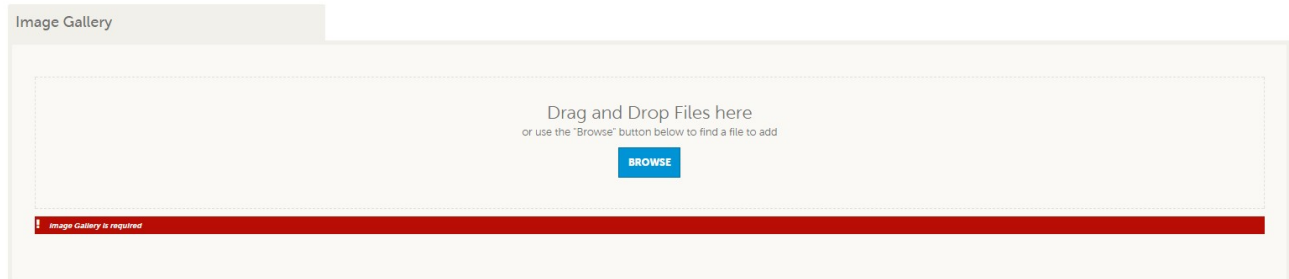
Below the fields is a row of recurrence options: One Day, Daily, Weekly, Monthly, Yearly, Custom. The 'One Day' option is highlighted in green and enclosed in a red box. A red arrow points from the text above to this row.

Below the recurrence options is the text: "No event recurrence, this event will occur only on the start date".

Red arrows point from the text above to the Times field and the recurrence options row.

Collateral > Calendar of Events > Image Gallery

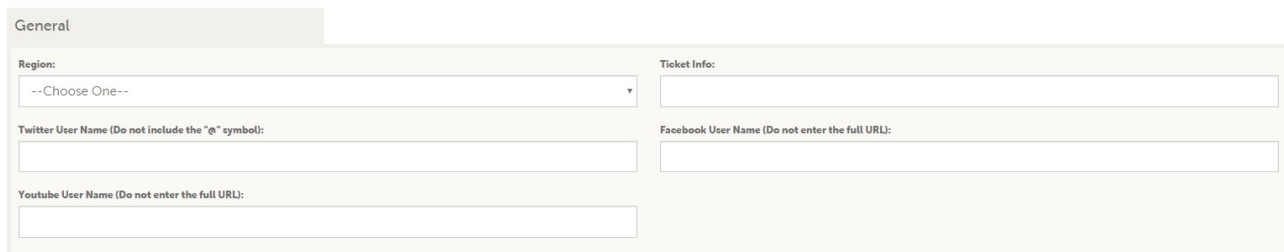
- Drag and drop or click the browse button to add images to your event.
 - Unfortunately, at this time the event image gallery is not connected to the main media gallery.
 - Images added to an event do not effect the number of images you can upload in the media area.
- Please note the minimum size of image is 600 pixels wide by 300 pixels high.



The screenshot shows a web interface for uploading images. At the top left, there is a tab labeled "Image Gallery". Below it is a large rectangular area with a dashed border. Inside this area, the text reads "Drag and Drop Files here" followed by "or use the 'Browse' button below to find a file to add". Below this text is a blue button labeled "BROWSE". At the bottom of the dashed area, there is a red horizontal bar with a white exclamation mark icon and the text "Image Gallery is required".

Collateral > Calendar of Events > General

- In the general area, you can add information to your event such as the region in which it takes place, any additional ticket info as well as your social media details.



The screenshot shows a form titled "General" with several input fields. On the left side, there is a "Region:" dropdown menu with "--Choose One--" selected. Below it are three text input fields labeled "Twitter User Name (Do not include the '@' symbol):", "Youtube User Name (Do not enter the full URL):", and "Facebook User Name (Do not enter the full URL):". On the right side, there is a "Ticket Info:" text input field.

- After editing your events, click on the Save button to save your changes.
- Events **will** go through a review process.
- Please note that if the event is denied after a review, it will be deleted on the extranet.

- The images below detail where the event you enter into the extranet will appear on TravelManitoba.com.

The image consists of three screenshots illustrating the event listing process on TravelManitoba.com:

- Top Screenshot:** A table listing events. The row for "Travel Manitoba Test Event" is highlighted, with a red arrow pointing to the middle screenshot.
- Middle Screenshot:** The public event page for "Travel Manitoba Test". The "Events" link in the left sidebar is highlighted with a red box, and a red arrow points to the bottom screenshot.
- Bottom Screenshot:** The event configuration form in the extranet. The "Host Organization Listing" and "Venue Listing" fields are highlighted with a red box.

- Please remember, if you'd like your event to show on TravelManitoba.com under your listing (as depicted above), you must select your own listing in either the Host Organization Listing or Venue Listing field of the extranet.

Review Process

- Once you make any changes to your listing, add images, logos or Youtube clips or add an event, Travel Manitoba will be notified. You'll still be able to make changes via the extranet however any changes made will not be published live to Travel Manitoba's website until they are approved by Travel Manitoba.
- Travel Manitoba staff will endeavor to review and approve or deny your changes within a maximum of 5 business days.
- You will be notified via email once your changes have been approved.
- If for some reason your changes are not approved, a Travel Manitoba staff member will be in touch by email to discuss.