



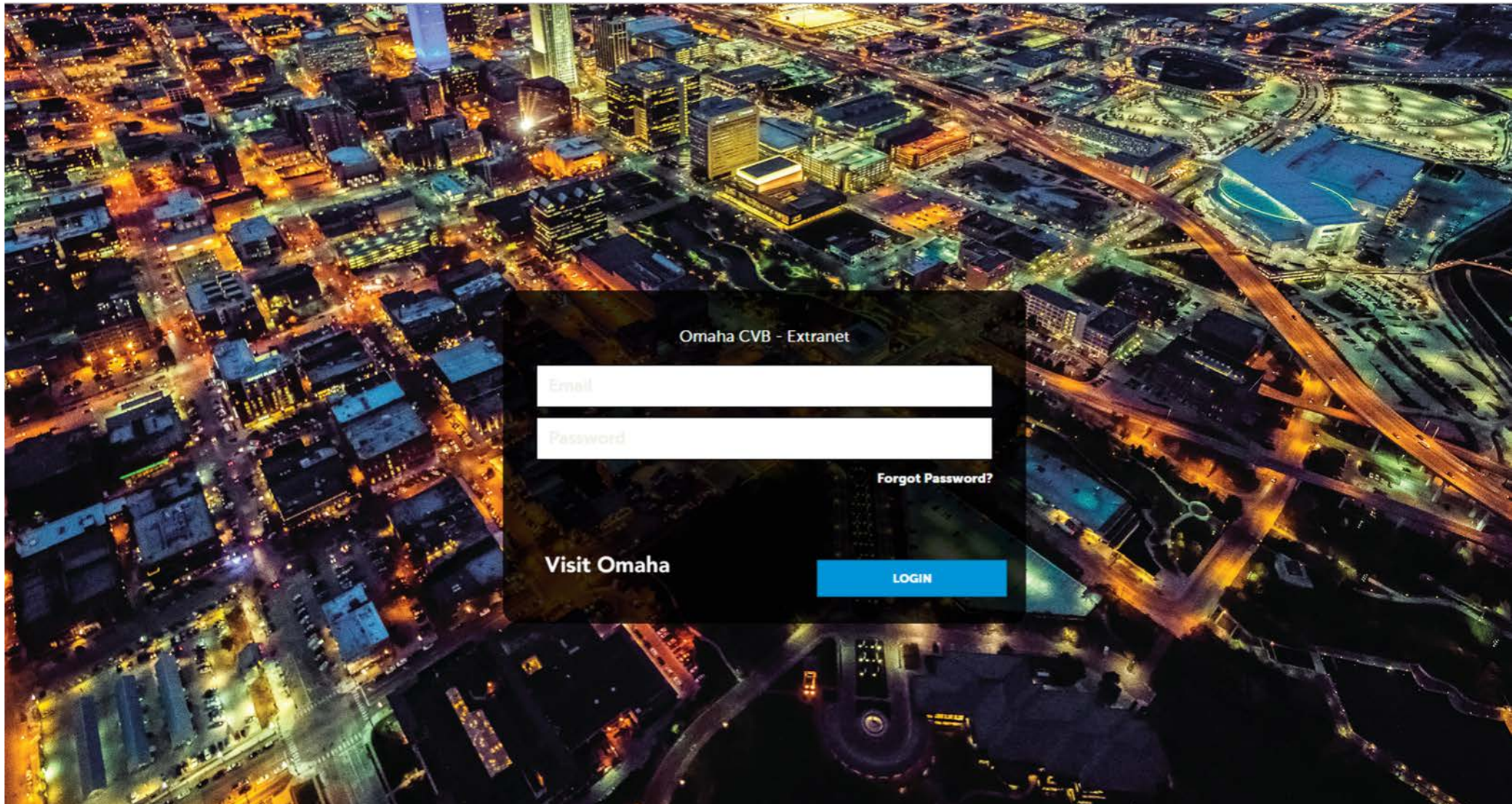
PARTNER EXTRANET TRAINING GUIDE: CALENDAR OF EVENTS

Questions, Comments, Concerns

Hotels: Patrick Keele 402-444-1624 or pkeele@visitomaha.com

All other Partners: Erin O'Brien 402-444-1764 or eobrien@visitomaha.com

LOGIN SCREEN



Omaha CVB - Extranet

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LOGIN

COLLATERAL – EVENTS

The screenshot displays the Visit Omaha Extranet interface. The top navigation bar includes the logo, user information (Jgoodwin@visitomaha.com), and a search function. A left sidebar contains navigation icons for Home, Profile, Collateral, Opportunities, Reports, Administration, and Need Help. The main content area features a 'Collateral' section with a sub-menu: Listings, Special Offers, Calendar of Events (highlighted with a red arrow), Media, and Occupancy. Below this, there are two bar charts: 'Listings' and 'Offers', both showing monthly data from June to May. The 'Listings' chart has a y-axis from 0 to 50, and the 'Offers' chart has a y-axis from 0 to 300. A 'Views' dropdown menu is visible above the charts.

Month	Count
Jun	25
Jul	41
Aug	37
Sep	11
Oct	22
Nov	36
Dec	13
Jan	13
Feb	7
Mar	17
Apr	13
May	8

Month	Count
Jun	0
Jul	0
Aug	0
Sep	0
Oct	0
Nov	10
Dec	91
Jan	118
Feb	82
Mar	213
Apr	202
May	139

Clicking the **Collateral** icon, displays options for listings, special offers, calendar of events, media (i.e. images) and occupancy data submission.

ADDING EVENTS

Events

Filters (0) Manage Filters

Pending is: Title contains:

APPLY FILTERS

ADD EVENT 

Page 1 of 1 Go to Page: 1

Actions	Event ID	Title	Rank	Start Date	End Date	Event Category	
   	23619	Omaha Restaurant Week	Recurring Events	09/15/2017	09/24/2017	Foodie Events	



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

ADDING EVENTS (CONT'D)

Update Event

SAVE

CANCEL

Sections:

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

Event Information

Account: ◀Required
Visit Omaha

Contact:
Jasmyn Goodwin

Title: ◀Required
Omaha Restaurant Week

Admission:
\$20, \$30, \$40, \$50/Person depending on participating restaurant's menu

Description: ◀Required

Source B I S Ix

You're invited to a 10-day belt-busting celebration of Omaha's unique cuisine. Get a taste of local flavor and experience something new at discounted rate! Enjoy the latest trends in cooking from Omaha's top chefs.

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 side 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**.

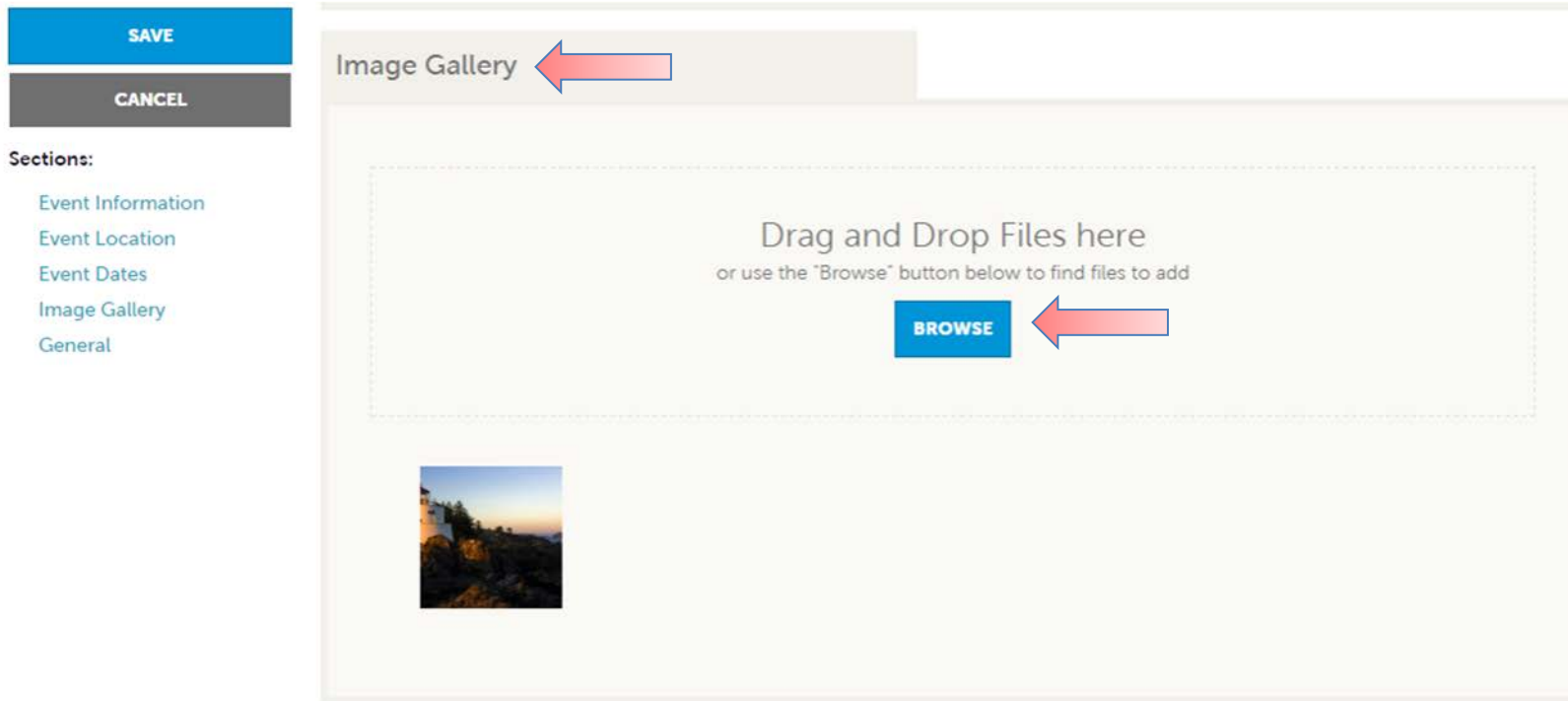
IMPORTANT NOTE: Any edits or adding of events will require approval from Visit Omaha. Upon saving your updates, Visit Omaha will be notified of your changes/adds.

ADDING EVENTS (CONT'D)

The screenshot shows a web interface for configuring event recurrence. On the left, there are two buttons: a blue 'SAVE' button and a grey 'CANCEL' button. Below them is a 'Sections:' menu with links for 'Event Information', 'Event Location', 'Event Dates', 'Image Gallery', and 'General'. The main form area has a recurrence frequency selector at the top with options: 'One Day', 'Daily', 'Weekly' (highlighted in green), 'Monthly', and 'Yearly'. A red arrow points to the 'Yearly' option. Below this is the 'Weekly Recurrence Options' section, which includes a green bar with a checked checkbox, the text 'Every 1 Week(s) on MONDAY, TUESDAY, WEDNESDAY', and a dropdown arrow. A red arrow points to the days listed. The 'Recurrence End' section has three options: 'No End Date' (grey), 'End after 0 occurrences' (grey), and 'End on 09/30/2015' (green). Two red arrows point to the 'End after' and 'End on' options.

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 of 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.

ADDING EVENTS (CONT'D)



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.

IMPORTANT NOTE: Calendar images should be 800px wide by 547px high. Images should be experiential and not a promotional graphic.



FIND MORE TRAINING GUIDES UNDER “PARTNER BULLETINS”

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