



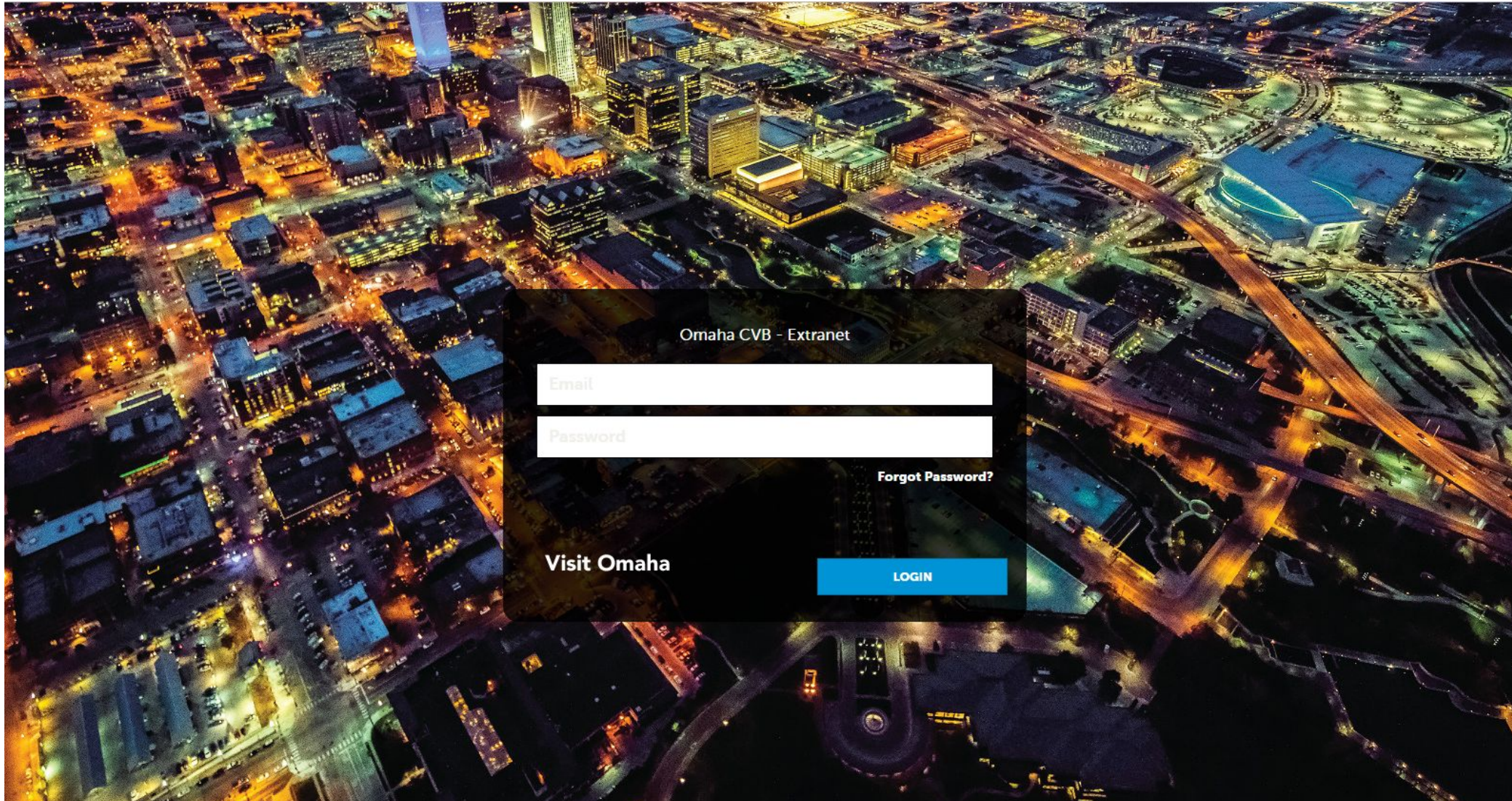
PARTNER EXTRANET TRAINING GUIDE: CALENDAR OF EVENTS

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

[Forgot Password?](#)

[Visit Omaha](#)

LOGIN

COLLATERAL – EVENTS

The screenshot shows the Visit Omaha Extranet dashboard. The top navigation bar includes the Visit Omaha logo, the text "Omaha CVB - Extranet", the user email "Jgoodwin@visitomaha.com", a "Logout" link, and a search bar with "Visit Omaha" and a magnifying glass icon. The left sidebar contains a "Collateral" icon and a menu with the following items: HOME, PROFILE, COLLATERAL (highlighted), OPPORTUNITIES, REPORTS, ADMINISTRATION, and NEED HELP. The main content area features a large aerial night view of Omaha. Below this view, there are two bar charts. The "Listings" chart shows the number of listings per month from June to May, with values: Jun (25), Jul (41), Aug (37), Sep (11), Oct (22), Nov (36), Dec (13), Jan (13), Feb (7), Mar (17), Apr (13), and May (8). The "Offers" chart shows the number of offers per month from June to May, with values: Jun (0), Jul (0), Aug (0), Sep (0), Oct (0), Nov (0), Dec (91), Jan (118), Feb (82), Mar (213), Apr (202), and May (139). A red arrow points to the "Calendar of Events" option in the Collateral menu.

Omaha CVB - Extranet

Jgoodwin@visitomaha.com Logout Visit Omaha

Collateral
Manage your Collateral

- Listings
- Special Offers
- Calendar of Events
- Media
- Occupancy

Listings [See Details](#) Views

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

Offers [See Details](#)

Month	Offers
Jun	0
Jul	0
Aug	0
Sep	0
Oct	0
Nov	0
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:](#)

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

The screenshot displays the 'Update Event' interface. At the top left, there are two buttons: a blue 'SAVE' button and a grey 'CANCEL' button. Below these is a 'Sections:' menu with links for 'Event Information', 'Event Location', 'Event Dates', 'Image Gallery', and 'General'. The 'Event Information' section is highlighted in orange at the top of the form. The form contains several input fields: 'Account' (with a dropdown menu showing 'Visit Omaha'), 'Contact' (with a dropdown menu showing 'Jasmyn Goodwin'), 'Title' (text input with 'Omaha Restaurant Week'), and 'Admission' (text input with '\$20, \$30, \$40, \$50/Person depending on participating restaurant's menu'). A 'Description' field is a rich text editor with a toolbar containing icons for source, bold, italic, strikethrough, link, unlink, bulleted list, numbered list, indent, and outdent. The description text reads: '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)

SAVE

CANCEL

Sections:

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

One Day Daily **Weekly** Monthly Yearly

Weekly Recurrence Options

Every **1** Week(s) on **MONDAY, TUESDAY, WEDNESDAY**

Recurrence End

No End Date

End after **0** occurrences

End on **09/30/2015**

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)

SAVE

CANCEL

Sections:

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

Image Gallery

Drag and Drop Files here
or use the "Browse" button below to find files to add

BROWSE

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”

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