



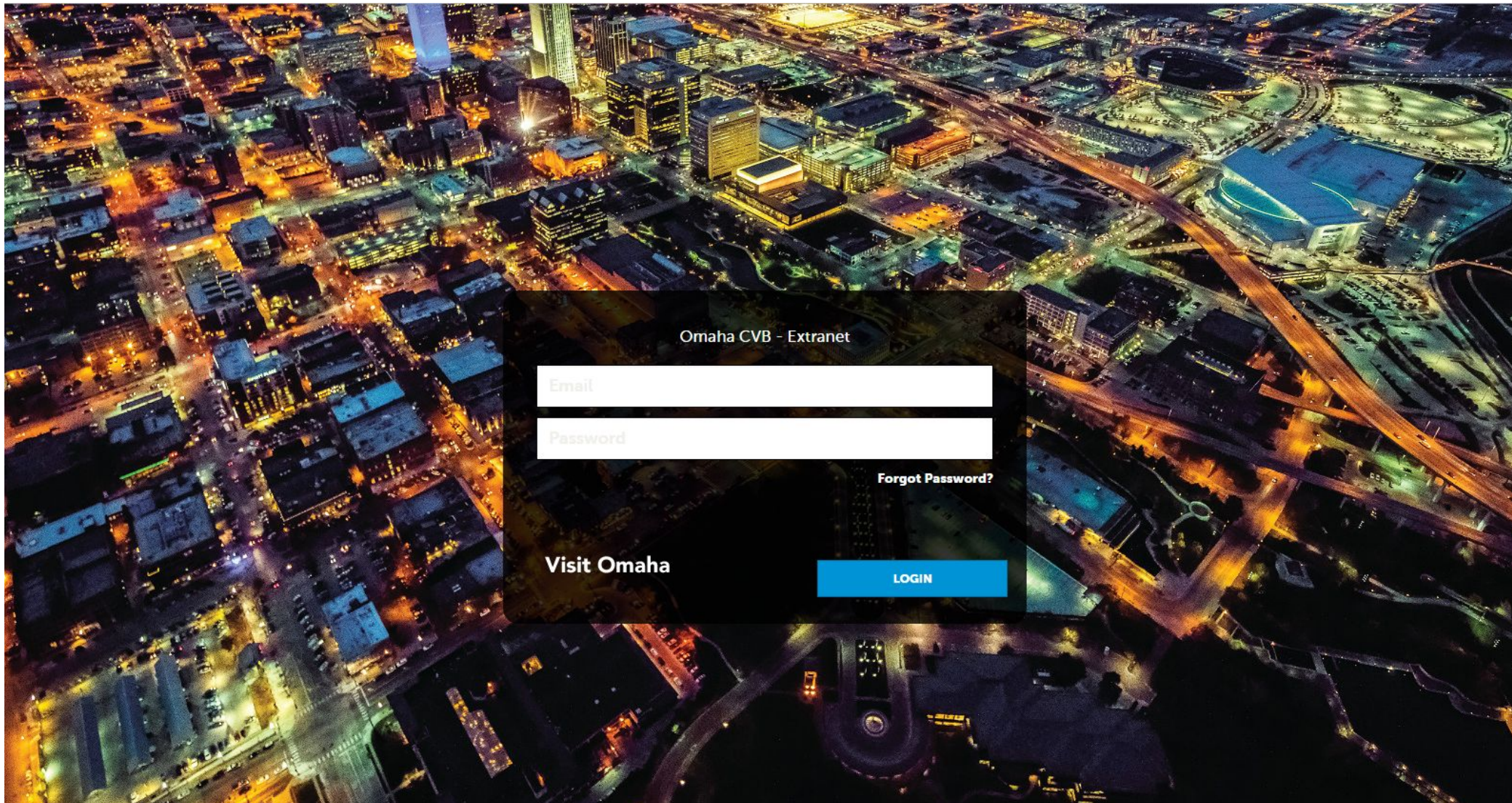
PARTNER EXTRANET TRAINING GUIDE: CALENDAR OF EVENTS

Questions, Comments, Concerns

Hotels: Bryan Schlotterbeck 402-444-1624 or bschlotterbeck@visitomaha.com

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

LOGIN SCREEN



Omaha CVB - Extranet

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COLLATERAL – EVENTS

The screenshot shows the Visit Omaha Extranet dashboard. The top navigation bar includes the Visit Omaha logo, the user's email (Jgoodwin@visitomaha.com), a Logout button, and a search bar. The left sidebar contains navigation icons for Home, Profile, Collateral, Opportunities, Reports, Administration, and Need Help. The Collateral menu is expanded, showing options for Listings, Special Offers, Calendar of Events (highlighted with a red arrow), Media, and Occupancy. The main content area features a night cityscape background and two bar charts. The 'Listings' chart shows monthly counts from June to May, and the 'Offers' chart shows monthly counts from June to May.

Month	Listings	Offers
Jun	25	0
Jul	41	0
Aug	37	0
Sep	11	0
Oct	22	0
Nov	36	10
Dec	13	91
Jan	13	118
Feb	7	82
Mar	17	213
Apr	13	202
May	8	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 fields: 'Account' (with a dropdown menu showing 'Visit Omaha'), 'Contact' (with a dropdown menu showing 'Jasmyn Goodwin'), 'Title' (with a text input field containing 'Omaha Restaurant Week'), and 'Admission' (with a text input field containing '\$20, \$30, \$40, \$50/Person depending on participating restaurant's menu'). The '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

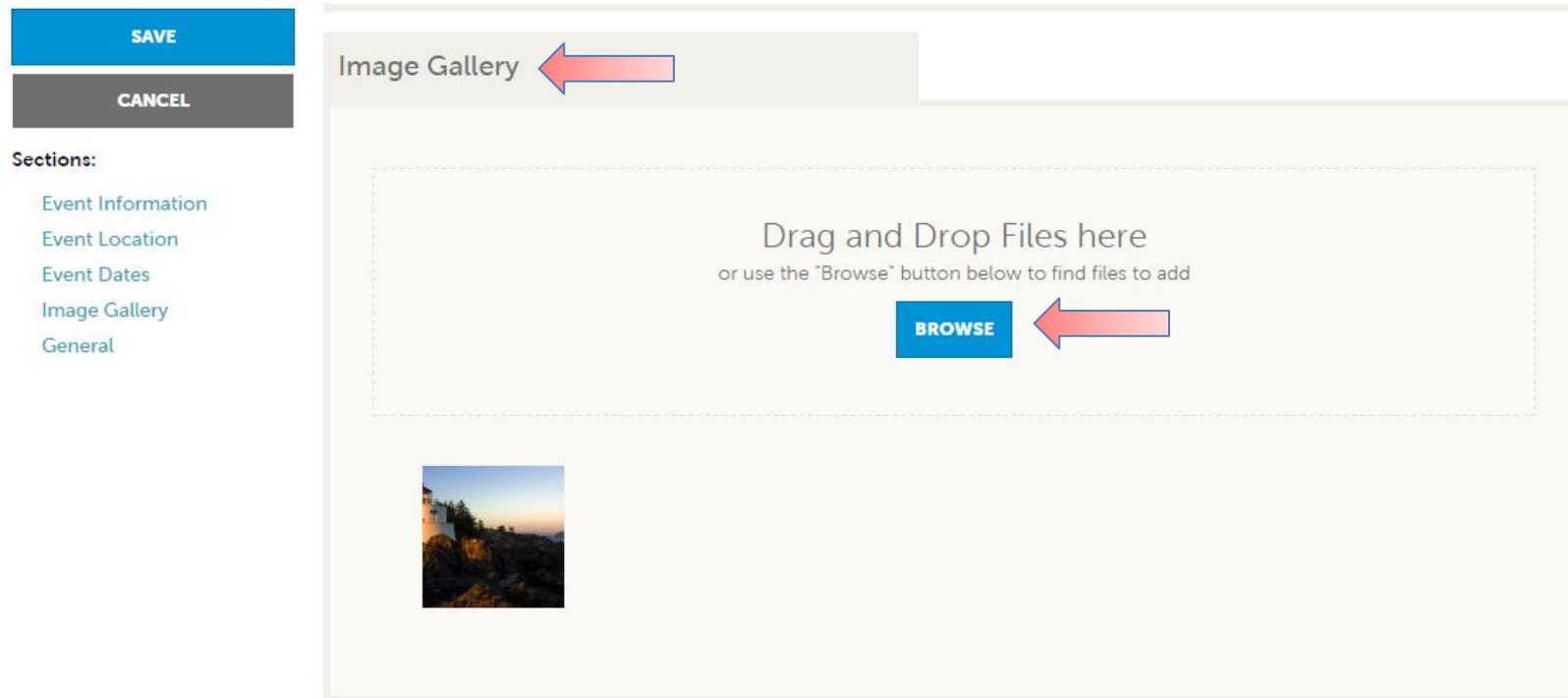
No End Date

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)



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 1920px wide by 1300px high. Images should be experiential and not a promotional graphic.



FIND MORE TRAINING GUIDES UNDER “PARTNER BULLETINS”

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