

Destination Queenstown

Listing Portal User Guide

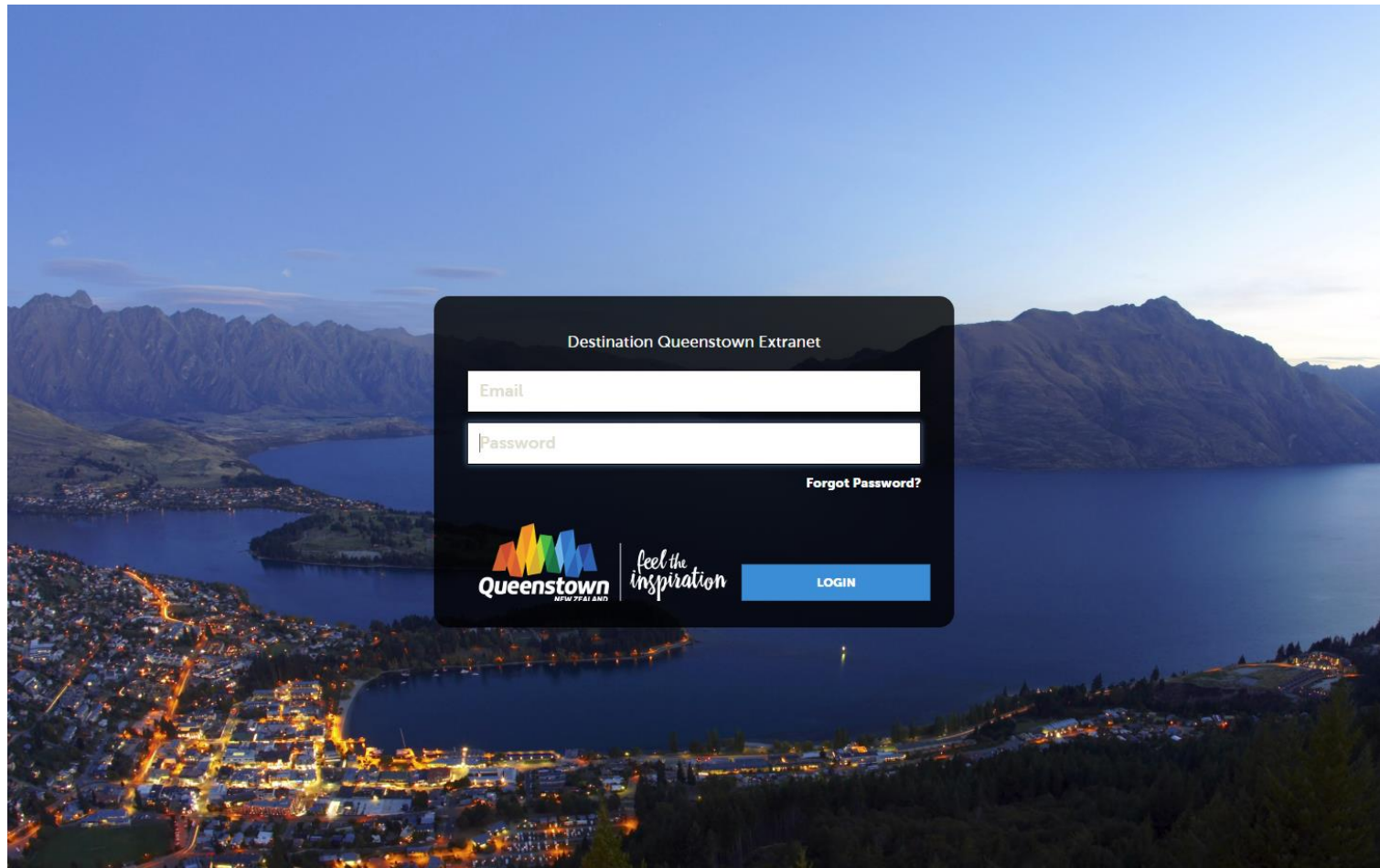


*feel the
inspiration*

Contents

- 03** Login & Home screen
- 07** Product Listings
- 19** Media
- 26** Special Offers
- 32** Calendar of Events
- 45** Additional Resources

Login Screen

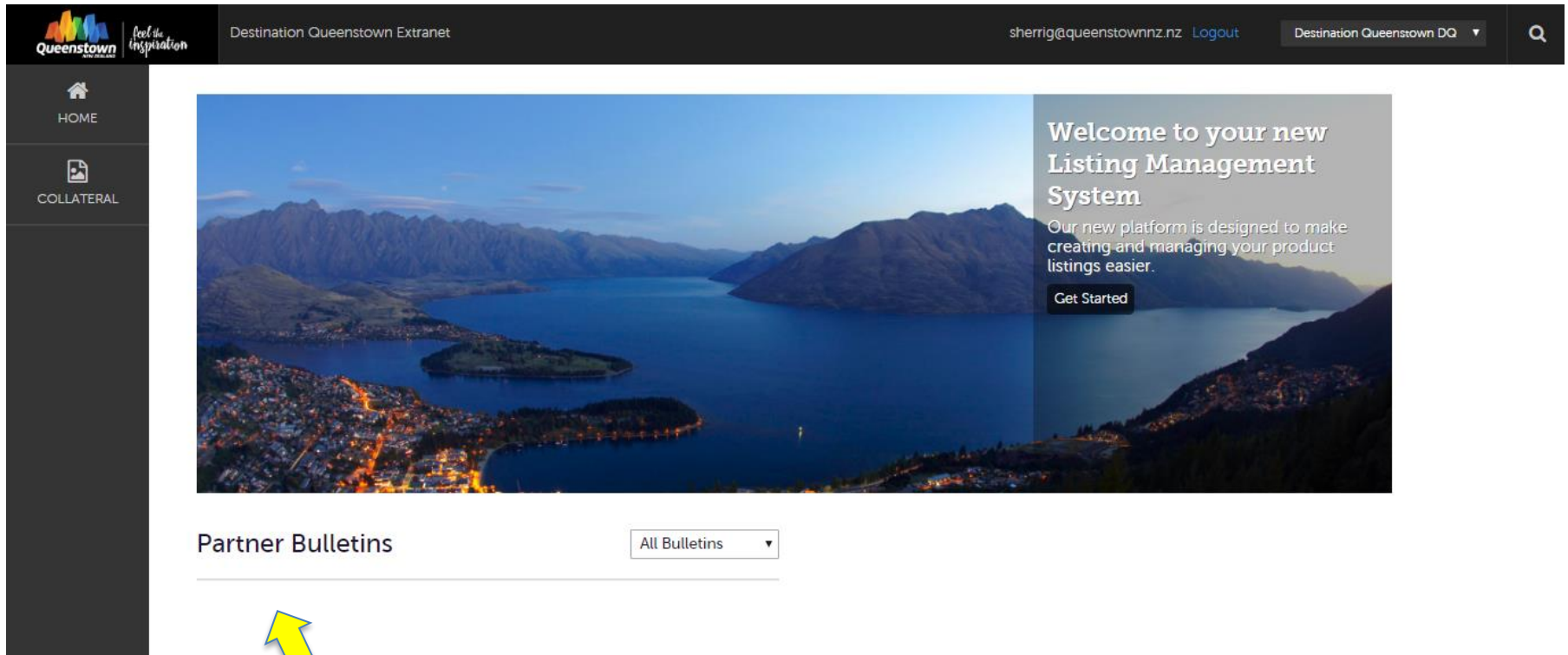


Access through the DQ Member Area or

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

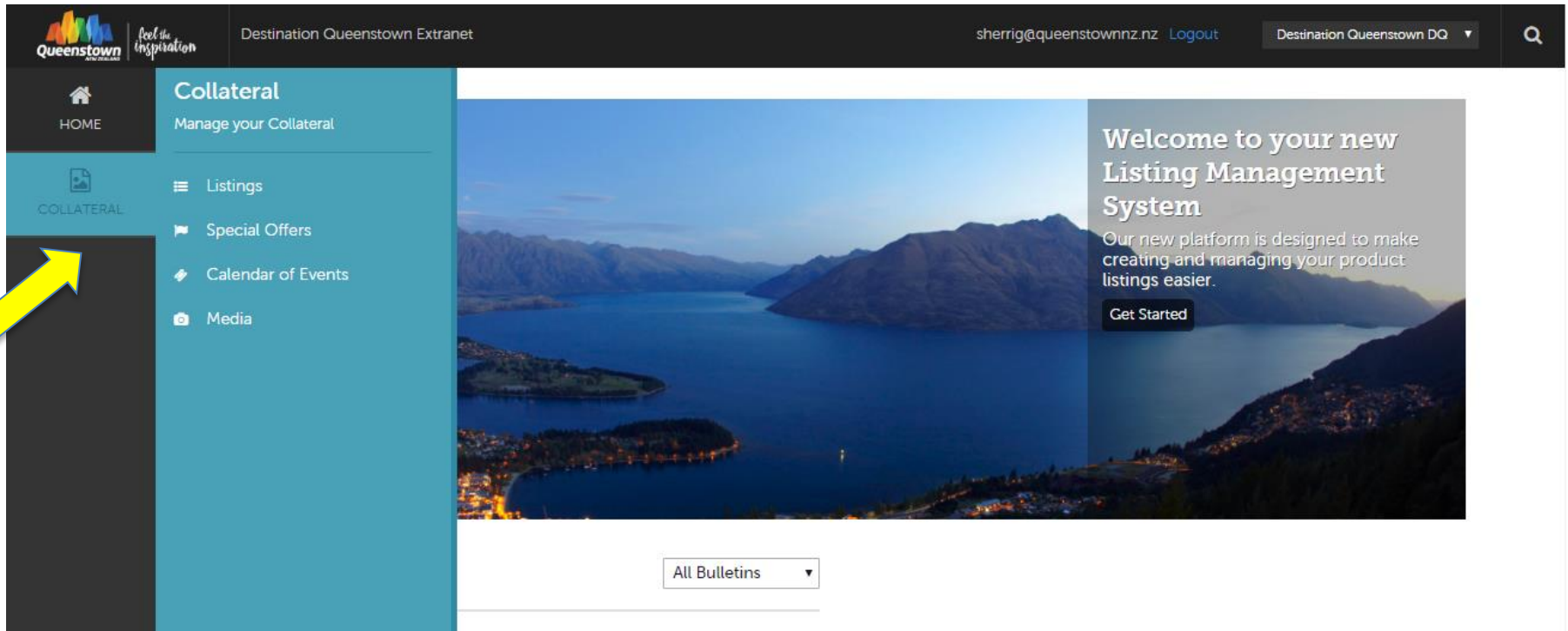
Login with your email address and the supplied password

Home Screen



Partner Bulletins are important notices and useful documents posted by Destination Queenstown. Important bulletins will be marked with a blue and white exclamation mark.

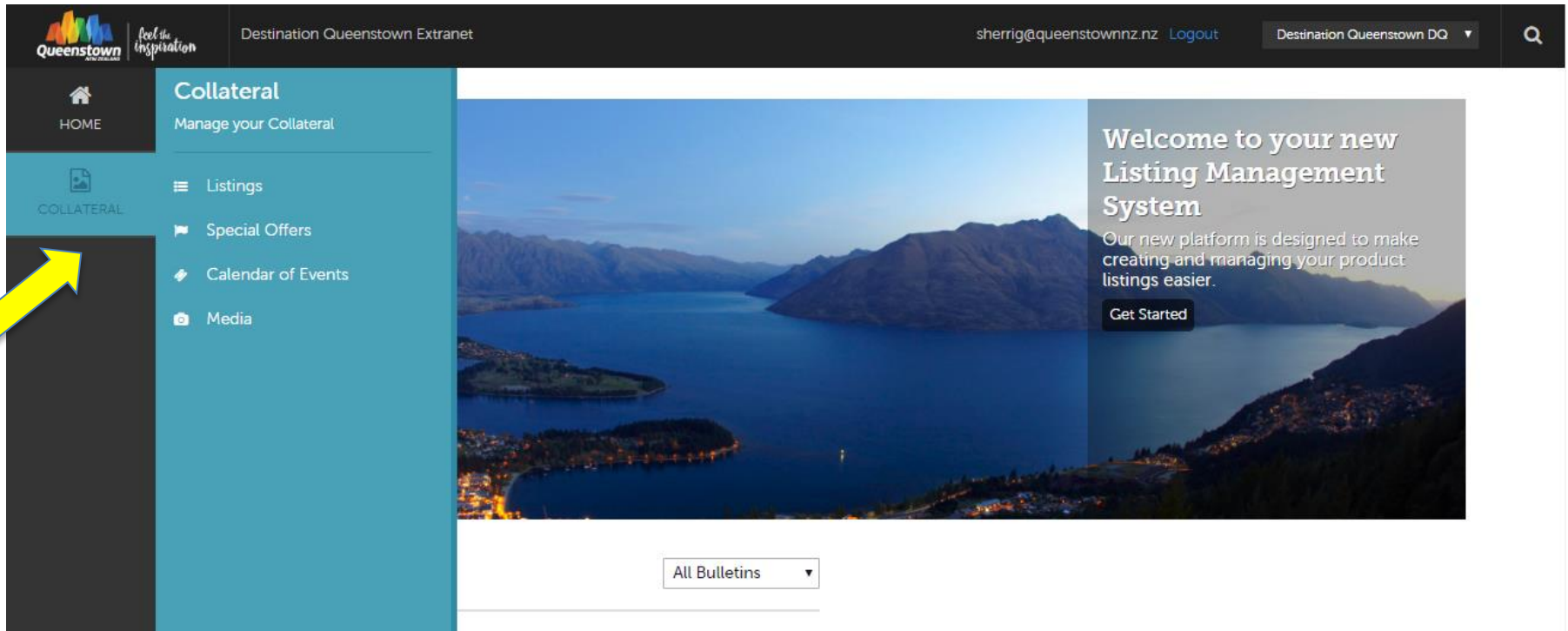
Home Screen



Click the **Collateral** icon to manage your listings and imagery/video content.

The Collateral tab provides options to create, view or edit Product Listings, Event listings, create Special Offers for product listings and manage media (i.e. listing images and YouTube videos)

Home Screen

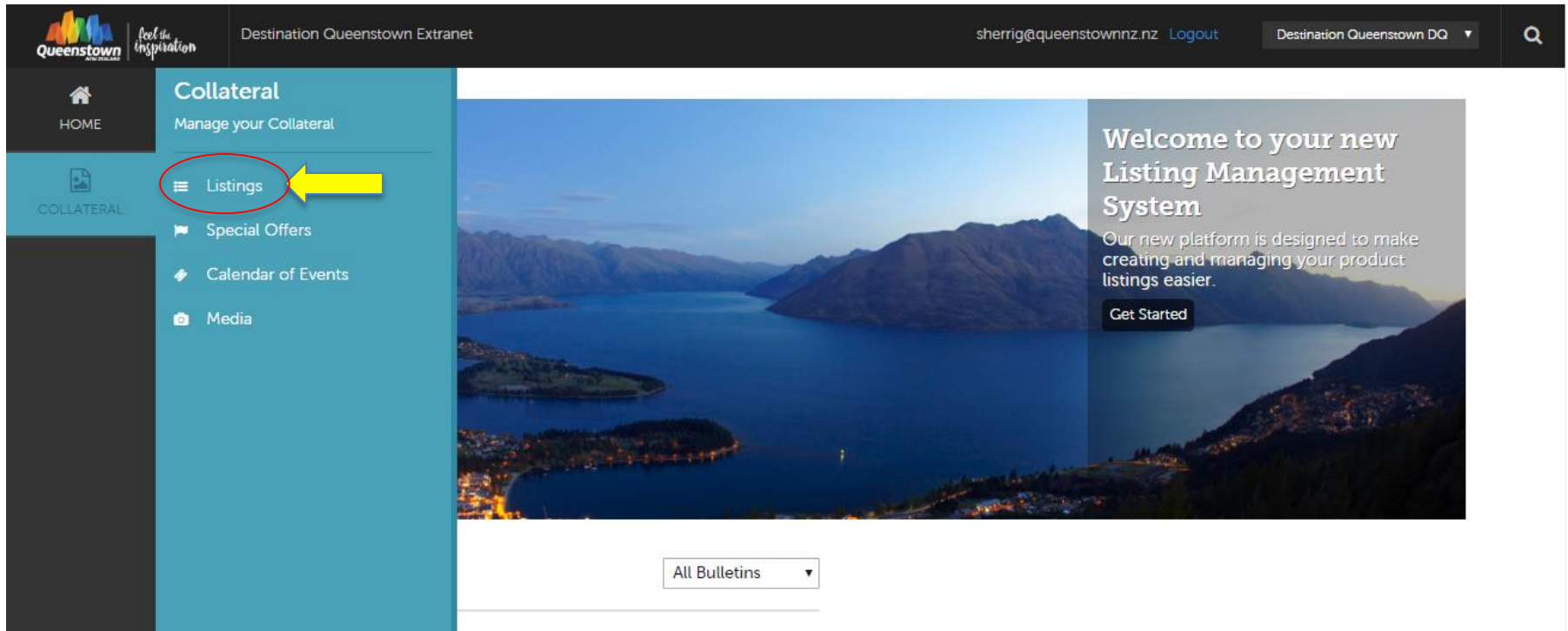


See the following slides for more detail about each of the different sections:

- Product Listings Slide 7
- Media Slide 19
- Special Offers Slide 26
- Calendar of Events Slide 32

Product Listings

Product Listings



To view or create a Product Listing, select COLLATERAL from the menu, and click 'Listings'.

Product Listings

Queenstown
ATV, GLASS

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Destination Queenstown DQ

HOME

COLLATERAL

Listings







Filters (0) Manage Filters

Pending is:

APPLY FILTERS

ADD LISTING

Page 1 of 1 Go to Page: 1

Actions	Listing ID	Company	Product Name	Category	Pending	
  	2002	Destination Queenstown DQ	Example Restaurant & Bar	Eat & Drink	No	
  	1993	Destination Queenstown DQ	Example Hotel	Accommodation	Yes	

On the Listings page you will see a table of your existing product listings.
(Note: Event listings sit on the 'Calendar of Events' page, not the 'Listings' page).

There are 3 small icons to the left of the table, beside each of the listings:

1. **Pencil** – to edit a listing
2. **Eyeball** – to view a listing's detail
3. **Clone** – to duplicate a listing
4. **Add Listing Button** – to create a new listing

Product Listings

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Destination Queenstown DQ

Listings

Filters (0) [Manage Filters](#)

Pending is:

[APPLY FILTERS](#)

[ADD LISTING](#)

Page 1 of 1 Go to Page: 1

Actions	Listing ID	Company	Product Name	Category	Pending	
Edit View Copy	2002	Destination Queenstown DQ	Example Restaurant & Bar	Eat & Drink	No	
Edit View Copy	1993	Destination Queenstown DQ	Example Hotel	Accommodation	Yes	

The Product Listings table is customisable and can be altered to your preferences. The default columns are: Listing ID, Company name, Product name, Category and Pending (the approval status).

To customise what information is displayed, you can reorder the columns or add other criteria to the table, click the **sprocket** icon. You can reset back to the default columns (shown above) at any time.

** Any adjustments made with the **sprocket** apply only to the person making the changes.*

Product Listings

Destination Queenstown Extranet | sherrig@queenstownnz.nz | Logout | Destination Queenstown DQ

Listings

Filters (0) [Manage Filters](#)

Pending is:

APPLY FILTERS

ADD LISTING

Page 1 of 1 | Go to Page: 1

Actions	Listing ID	Company	Product Name	Category	Pending
	2002	Destination Queenstown DQ	Example Restaurant & Bar	Eat & Drink	No
	1993	Destination Queenstown DQ	Example Hotel	Accommodation	Yes

The 'Pending' column refers to whether or not the listing has been reviewed and approved by DQ:

- **Yes** – means we have received your submission and it is pending our review and approval
- **No** – means the listing has been approved and is live.

You can use the green 'Filters' box above to filter your listings by those approved and those pending (see the next slide for more detail)

Product Listings

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HOME

COLLATERAL

Listings

Filters (0) Manage Filters

Pending is:







Yes

No

APPROVED

ADD LISTING

Page 1 of 1 Go to Page: 1

Actions	Listing ID	Company	Product Name	Category	Pending
  	2002	Destination Queenstown DQ	Example Restaurant & Bar	Eat & Drink	No
  	1993	Destination Queenstown DQ	Example Hotel	Accommodation	Yes

The **Filters** box allows you to narrow down the results displayed on the page. Default filters can be adjusted by clicking the **Manage Filters*** option in the top right corner of this section.

The current default filter above refers to the listing status ('Pending'). Select Yes or No to view what listings are pending approval (leave **blank** to see both approved and pending listings at once).

You can apply as many filters as you would like by clicking the 'Manage Filters' button at the top right hand corner of the box. (i.e. if you wanted to filter your listings by category for instance).

* Any adjustments made with the **Manage Filters** apply only to the person making the changes.

Product Listings

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Listings

Filters (0) Manage Filters

Pending is:

APPLY FILTERS

ADD LISTING

Actions	Listing ID	Company	Product Name	Category	Pending	
  	2002	Destination Queenstown DQ	Example Restaurant & Bar	Eat & Drink	No	
  	1993	Destination Queenstown DQ	Example Hotel	Accommodation	Yes	

Page 1 of 1 Go to Page: 1

- To add a listing: Click the Blue 'Add Listing' button
- To edit a listing: Click the pencil icon next to the product listing you wish to edit

Note: Images are not uploaded via the Listings page (any new imagery/videos should be uploaded under Collateral > Media) or you can choose from the existing pool of uploads within the listing form.

Product Listings

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Destination Queenstown DQ

HOME
COLLATERAL

New Listing

SAVE
CANCEL

Sections:

- [Categories](#)
- [Details](#)
- [Listing Information](#)
- [General](#)
- [Qualmark](#)
- [Amenities](#)
- [Accommodation Filters](#)
- [Accommodation/Venue - Additional Information](#)
- [Activity Filters](#)
- [Activity - Additional Information](#)
- [Food & Drink Filters](#)
- [Food & Drink - Additional Information](#)
- [Service/Venue Filters](#)
- [Listing Image](#)

Categories

Need help choosing your listing category? **ACCOMMODATION:** All accommodation products from Hotels to Holiday Rentals. If you'd like your listing to also be featured in the Conference & Incentives listings, please select "Suitable for groups" when completing your product details. **ACTIVITY:** Visitor attractions, packages and activity related services (e.g. Bike Hire, Track Transport, etc). **EAT & DRINK:** Restaurants, cafes, bars, pubs, casinos and wineries. Food & liquor retail outlets should be listed under Shopping category. If you'd like your listing to also be featured in the Conference & Incentives listings, please select "Suitable for groups" when completing your product details. **SERVICE:** All services, excluding activity related services, including Creative agencies, Catering Services, AV and equipment hire, Cleaning Services, etc. **SHOPPING:** Retail offerings including Fashion, Home & Garden, Specialty Food & beverage shops, etc. **STUDY:** Institutions and Educational Tours. **VENUES:** This category is exclusively for listings that are not already added under other Accommodation or Eat & Drink. Listings under these categories marked as "Suitable for Groups" will automatically be featured in the Venue section of the website.

Type: Required
Website

SubCategory: Required
Wine Tours & Tastings

Additional Subcategories (Max: 2):
Activities

Category: Required
Activities



--Choose One--
Accommodation
Activities
Eat & Drink
Services
Shopping
Study
Venues
default


When you click 'Add new listing' or the Edit Listing icon, you will see a similar screen to above. This page displays a number of mandatory and optional fields to be completed to create your product listing.


Tip: You can jump to a particular section on the page by clicking the blue links to the left.


NOTE: When creating or editing a listing, the top left will show a blue Save button (like above). Clicking the blue SAVE button sends the product listing to DQ for review and approval, so make sure all fields are complete before hitting Save 😊

Product Listings

Destination Queenstown Extranet

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HOME

COLLATERAL

New Listing

SAVE


CANCEL

Sections:


[Categories](#)
[Details](#)
[Listing Information](#)
[General](#)
[Qualmark](#)
[Amenities](#)
[Accommodation Filters](#)
[Accommodation/Venue - Additional Information](#)
[Activity Filters](#)
[Activity - Additional Information](#)
[Food & Drink Filters](#)
[Food & Drink - Additional Information](#)
[Service/Venue Filters](#)
[Listing Image](#)

Categories

Need help choosing your listing category? **ACCOMMODATION:** All accommodation products from Hotels to Holiday Rentals. If you'd like your listing to also be featured in the Conference & Incentives listings, please select "Suitable for groups" when completing your product details. **ACTIVITY:** Visitor attractions, packages and activity related services (e.g. Bike Hire, Track Transport, etc). **EAT & DRINK:** Restaurants, cafes, bars, pubs, casinos and wineries. Food & liquor retail outlets should be listed under Shopping category. If you'd like your listing to also be featured in the Conference & Incentives listings, please select "Suitable for groups" when completing your product details. **SERVICE:** All services, excluding activity related services, including Creative agencies, Catering Services, AV and equipment hire, Cleaning Services, etc. **SHOPPING:** Retail offerings including Fashion, Home & Garden, Specialty Food & beverage shops, etc. **STUDY:** Institutions and Educational Tours. **VENUES:** This category is exclusively for listings that are not already added under other Accommodation or Eat & Drink. Listings under these categories marked as "Suitable for Groups" will automatically be featured in the Venue section of the website.

 **Type:** <Required


Website

 **SubCategory:** <Required

Wine Tours & Tastings

Additional Subcategories (Max: 2):

Activities

 **Category:** <Required

Activities

--Choose One--

Accommodation

Activities

Eat & Drink


Services

Shopping

Study

Venues

default

Most of the fields have visible hints or tips to guide you through the process. Just hover your mouse over the blue  symbol to see the tip.

Fields marked with <Required are mandatory fields.

Product Listings

Listing Image

Select existing images from the below, or upload new images via the Media tab once you have completed the listing form. To upload new imagery or video, select Collateral from the main menu and click 'Media'. Once uploaded, link the images/video to the relevant listing(s).

Select one or more images



To add new images (or video) to your listing, you will need to upload them via the **Media** tab from the main menu, or you can select from your pool of existing images shown within the listing form.

Click the image to link (or unlink) the image with your listing. Images highlighted in green are active images on your product listing.

To add new images/video, navigate to the Media tab once you have completed your listing form. From there you can link the images/video to the relevant listing(s).

**Further information on adding imagery & videos can be found on slide 17*

Product Listings

Sections:

- Categories
- Details
- Listing Information
- General
- Qualmark
- Amenities
- Accommodation Filters
- Accommodation/Venue - Additional Information
- Activity Filters
- Activity - Additional Information
- Food & Drink Filters
- Food & Drink - Additional Information
- Service/Venue Filters
- Listing Image
- Social Media

Accommodation Filters

Filters are used to help users of the site refine their search results. Please only complete the below field if loading an Accommodation listing.

Star Rating:

CHOOSE AMONG THE FOLLOWING... ▼

Accommodation/Venue - Additional Information

Please only complete if loading an Accommodation or Venue listing.

Number Of Rooms:

Num Of Function Rooms:

Theatre Capacity:

Banquet Capacity:

Cocktail Capacity:

Board Room Capacity:

You may notice that some of the 'Additional Information' fields and Filters are only relevant to specific categories.

You only need to complete the ones that are related to your selected product category: *Accommodation, Activities, Eat & Drink, Services, Shopping or Venues.*

Product Listings

SAVE

CANCEL

Sections:

Categories

Listing Image

Details

Listing Information

General

Qualmark

Social Media

Amenities

Accommodation Filters

Accommodation/Venue - Additional Information

Activity Filters

Activity - Additional Information

Food & Drink Filters

Food & Drink - Additional Information

Service/Venue Filters

Accommodation Filters

Filters are used to help users of the site refine their search results. Please only complete the below field if loading an Accommodation listing.

Star Rating:

5-STAR ▾

Accommodation/Venue - Additional Information

Please only complete if loading an Accommodation or Venue listing.

Number Of Rooms:

50

Num Of Function Rooms:

2

Theatre Capacity:

150

Banquet Capacity:

150

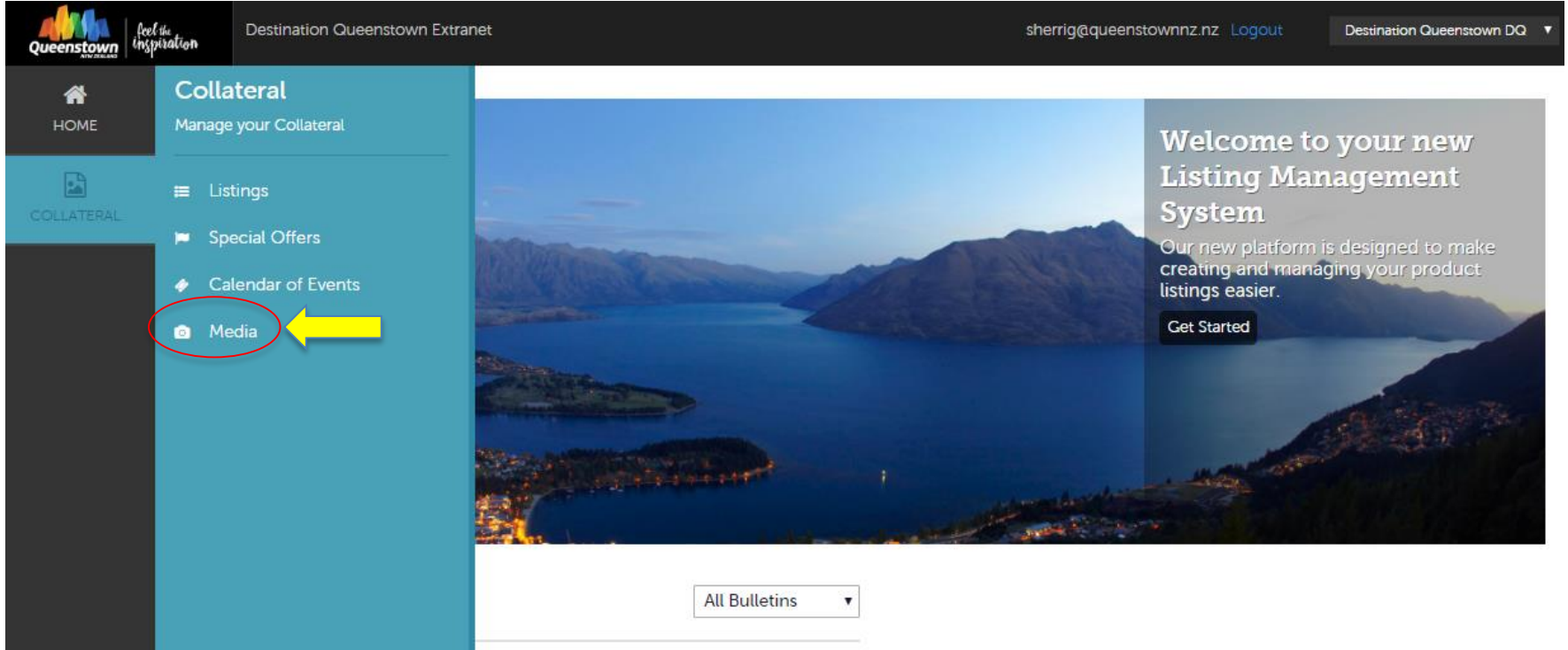
Once you've completed the applicable fields for your product listing, make sure to click Save! 😊

Clicking Save will send your listing to DQ for review and approval. You will be notified via email when your listing has been approved, or you can check its status by navigating back to the Listing dashboard.

If you need to add imagery, you can do this after you click Save and navigating to the Media tab.

Media: Imagery & video

Media





To upload new images or add a video to your listing(s), select COLLATERAL from the menu, and click 'Media'.

Existing imagery can also be viewed under the Media tab.

Imagery/video can be uploaded before *or* after the listing form has been completed and then linked to the relevant listing. We recommend completing the listing form first, selecting from the existing pool of images on the form (if applicable) and then navigating to the Media tab to upload any additional images you may wish to add.

Media



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Destination Queenstown DQ

HOME

COLLATERAL

Media

Filters (0) [Manage Filters](#)









Account is one of:

CHOOSE

APPLY FILTERS

[ADD NEW MEDIA](#)

Page 1 of 2 Go to Page: 1

Actions	Title	Description	Image	Media Type	Product Name
  	Base Building	Base Building		Image	Test Ski Field
  	DQ logo	DQ logo		Logo	Test Hotel & Resort, Test Sports Store, Test DQ High School, Test Memorial Hall, Test Ski Field

On the Media page you will see a table of all of your account's images available for use on product listings and special offers, and the product listings that they are currently linked to.

There are 3 small icons to the left of the table, beside each of the images:

1. **Pencil** – to edit an image
2. **X** – to delete an image
3. **Clone** – to duplicate an image

To add a new image or video, click the blue **'Add New Media'** button

Media - imagery

New Media

SAVE

CANCEL

Sections:

Media Information



Media Information

Account: Required

Destination Queenstown DQ

Listings:

CHOOSE AMONG THE FOLLOWING...

Make sure to select the listing(s) you would like the image linked to - you can select multiple at once

Type: Required

Image

Please select whether you are uploading an image, logo or YouTube video

? Title: Required

? Description:

Image Type:

--Choose One--

Choose whether the image is a main (hero) image, gallery image or an image for a special offer (coupon). This isn't required if you are uploading a YouTube video.

File: Required

Drag and Drop File To Page

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

BROWSE

REMOVE

You can drag a file to the page to replace this file or use the "Browse" button

Main images and gallery images will appear on the listing page. Recommended image size is 2048x960px. Max file size is 500KB. JPEG only.

To add a new image, select 'Image' as the file type and complete the fields including Title and Description. **Recommended image size is 2048w x 960h and max file size is 500KB.**

The 'Image Type' is where you select whether the image is a main image, gallery image or for a special offer. The Sort Order field is used if you have multiple gallery images and wish to determine the order they display.

***Note:** Save time by linking one image to multiple listings! (For instance, if you have hero shots you want featured on more than one product, you can apply it to multiple listings)

Media - logos

New Media

SAVE

CANCEL

Sections:

Media Information

Media Information

Account: Required

Destination Queenstown DQ

Listings:

CHOOSE AMONG THE FOLLOWING... ▼

Make sure to select the listing(s) you would like the image linked to - you can select multiple at once

Type: Required

Logo

Please select whether you are uploading an image, logo or YouTube video

? Title: Required

? Description:

Image Type:

--Choose One--

Choose whether the image is a main (hero) image, gallery image or an image for a special offer ('coupon'). This isn't required if you are uploading a YouTube video.

File: Required

Drag and Drop File To Page
or use the "Browse" button below to find a file to add

BROWSE

REMOVE

You can drag a file to the page to replace this file or use the "Browse" button

To add a new logo, select 'Logo' as the file type and complete the fields, including Title and Description. The 'Image Type' should be Main.

***Note:** Save time by linking one image to multiple listings! (For instance, a logo can be applied across all listings rather than uploading the logo for each individual listing)

Media - video

New Media

SAVE

CANCEL

Sections:

[Media Information](#)

Media Information

Account: ◀Required

Destination Queenstown DQ

Listings:

DESTINATION QUEENSTOWN DQ / WEBSITE / EAT & DRINK / CASINOS / 2002 / EXA

Make sure to select the listing(s) you would like the image linked to - you can select multiple at once

Type: ◀Required

YouTube

Please select whether you are uploading an image, logo or YouTube video

Title: ◀Required

Description:

Image Type:

--Choose One--

Choose whether the image is a main (hero) image, gallery image or an image for a special offer ('coupon'). This isn't required if you are uploading a YouTube video.

Video Link: ◀Required

Add the YouTube video URL to be embedded into your product listing

Sort Order:

Use the Sort Order if you'd like to determine the order your gallery images display on the website. E.g. 1 would be the first and anything following that (labelled 2, 3, 4 etc) would follow

To add a new video, select 'YouTube' as the file type and complete the fields, including Title and Description as this assists with SEO. The 'Image Type' field can be left blank. Make sure to add the YouTube video link to the 'Video Link' field.

***Note:** One video can be linked with multiple listings by choosing the relevant listings from the dropdown.

Media

Media

Filters (0)

Manage Filters












Account is one of:

CHOOSE

APPLY FILTERS

ADD NEW MEDIA

< Page 1 of 1 > Go to Page: 1 >

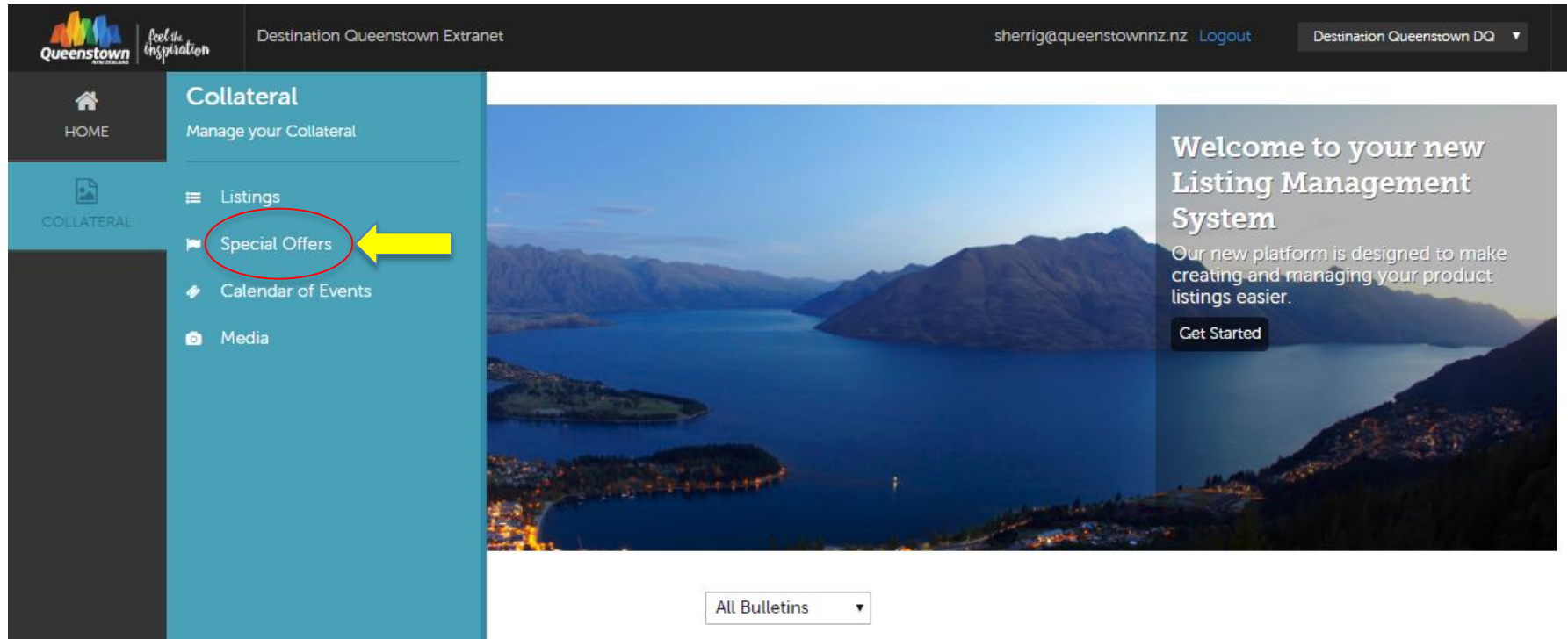
Actions	Title	Description	Image	Media Type	Product Name	
  	Friends enjoying apres ski on Steamer's Wharf	Friends enjoying apres ski on Steamer's Wharf		Image	Example Hotel	
  	How to make a Queenstown Travel Vlog	How to make a Queenstown Travel Vlog with Dan Ilic		YouTube	Example Restaurant & Bar	
  	test title			Image	Example Restaurant & Bar, Example Hotel, Example Restaurant & Bar	

Once you've uploaded your imagery, logo and YouTube videos, you will see them all displayed on the Media page. You can link/unlink them from your listings at any time by clicking the edit icon.

When creating or editing a product listing, you will now see your uploaded imagery displayed within the Product listing form page.

Special Offers

Special Offers



To add a Special offer to your website listing, select COLLATERAL from the menu, and click 'Special Offers'.


The special offer will be placed on your product listing as an incentive to encourage customers to book.


Note: Special Offers can only be added to Product Listings and not Events.

Special Offers








Offers

[+ 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 default value to use in the future.

[ADD OFFER](#) 

[<](#) Page 1 of 1 [>](#) Go to Page: [>](#)

Actions	Offer Title	Redeem From	Redeem To	Post From	Post To	Pending	
  	Receive 10% off if you book your stay for the month of May	01-05-2018	31-05-2018	01-04-2018	31-05-2018	Yes	
  	Test special offer					Yes	

[<](#) Page 1 of 1 [>](#) Go to Page: [>](#)

On the Special Offers page you will see a table of all of your account's offers (both current and expired). If you haven't created a special offer in the past, then this table will be blank.

There are small icons to the left of the table, beside each of the offers:

1. **Clock** – means the offer has been submitted and is pending approval from DQ
2. **Eyeball** – to view an offer
3. **X** – to delete an offer
4. **Clone** – to duplicate an offer

To add a new special offer, click the blue 'Add Offer' button

Special Offers

New Offer

SAVE

CANCEL

Sections:

[Offer Information](#)

[Offer Dates](#)

[Offer Image](#)

Offer Information

Account: ⚡Required

Destination Queenstown DQ

Offer Title: ⚡Required

Kids Ride Free - School Holiday Special!

46 characters long

Offer Link: ⚡Required

<http://queenstownnz.co.nz>

This URL must link to the specific deal on your website

Offer Listings:

CHOOSE AMONG THE FOLLOWING... ▼

Select the product listing(s) you would like to link the special offer to - you can link individual offers to multiple listings!

Offer Text: ⚡Required

Kids ride free these school holidays! Must book before xxxx.
T&Cs apply

Please add a description of the special offer. 300 characters long max.

Offer Categories:

ACTIVITIES & ATTRACTIONS ▼

When adding a new offer, you'll see a number of different fields to be completed.

This includes what listing(s) you'd like to link the offer to (it can be more than one!)

Just select the applicable product listings from the dropdown. The listing will need to be created before the offer can be linked.

Special Offers



Offer Dates

Redeem From:	Redeem To:
<input type="text"/>	<input type="text"/>
Post From:	Post To:
<input type="text"/>	<input type="text"/>

Offer Image

To upload a new image, select Collateral from the main menu and click 'Media'. Images can be linked to product listings or special offers.

Select an image



Further down the page, you can add offer redemption dates, as well as the dates that you'd like the offer to display on the product listing. Once that date has passed, the offer will automatically stop displaying.

Offer images are uploaded via the **Media** tab (see slide 19).

When uploading the image, select 'Coupon' as the image type. It will then show up under the Offer Images pool when adding a new special offer.

Click the image to add it to your Special Offer (it will highlight in green).

Special Offers

New Offer

SAVE

CANCEL

Sections:

[Offer Information](#)

[Offer Dates](#)

[Offer Image](#)

Offer Information

Account: Required

Destination Queenstown DQ

Offer Title: Required

Kids Ride Free - School Holiday Special!

Offer Listings:

DESTINATION QUEENSTOWN DQ (WEBSITE: ACCOMMODATION: BA










Select the product listing(s) you would like to link the special offer to - you can link individual offers to multiple listings!

Offer Text: Required

Keep the kids entertained these school holidays and book!

ADD OFFER

< Page 1 of 1 > Go to Page: 1 >

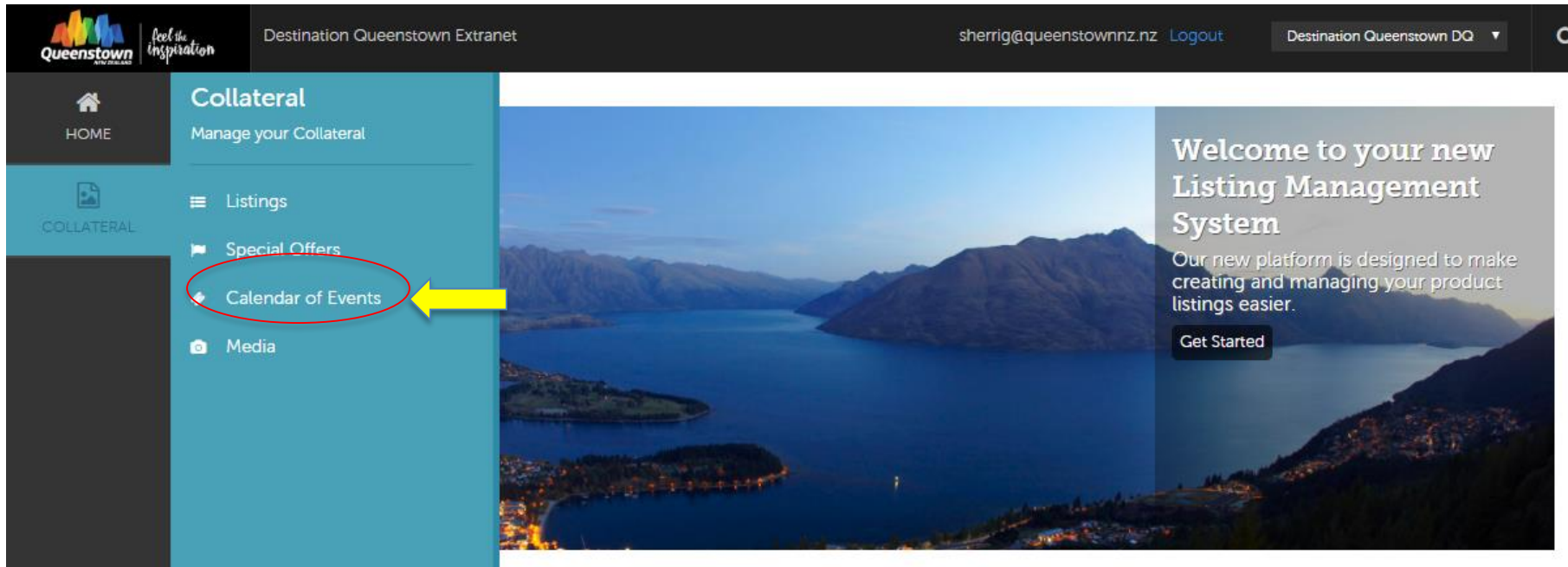
Actions	Offer Title	Redeem From	Redeem To	Post From	Post To	Pending	
  	10% off all 2018 winter ski wear for the month of October	25-09-2018	31-10-2018	25-09-2018	31-10-2018	No	
  	10% off all merchandise this October					Yes	
  	10% off our example tour for the month of May!	01-05-2019	31-05-2019	31-08-2018	31-05-2019	No	

Make sure to click Save once you've created your Special Offer. This will send it to DQ for review and approval.

Once approved, it will be added to your product listing and you'll see it in the table on the Special Offers page.

Calendar of Events

Calendar of Events



To add an Event listing to the DQ website, click COLLATERAL from the main menu, then 'Calendar of Events'.

Calendar of Events

Queenstown *feel the inspiration*

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Destination Queenstown DQ

Events





Filters (0) [Manage Filters](#)

Pending is:

[APPLY FILTERS](#)

[ADD EVENT](#)

Page 1 of 1 Go to Page: 1

Actions	Event ID	Title	Start Date	End Date	Event Category	Pending
   	238	Test event	24-06-2018	24-06-2018	Food and Wine, Sporting	Yes

Like the Product Listings page, you will see a table of your existing events listings. There are 3 small icons to the left of the table, beside each of the listings:

1. **Pencil** – to edit a listing
2. **Eyeball** – to view a listing's detail
3. **Clone** – to duplicate a listing
4. **Clock** – means the events listing is pending approval

To add a new Event listing, click the blue 'Add Event' button.

Calendar of Events

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Events

Filters (0) [Manage Filters](#)

Pending is:

APPLY FILTERS

ADD EVENT

Page 1 of 1 Go to Page: 1

Actions	Event ID	Title	Start Date	End Date	Event Category	Pending
	238	Test event	24-06-2018	24-06-2018	Food and Wine, Sporting	Yes

The Event Listings table is customisable and can be altered to your preferences. The default columns are: Event ID, Event Title, Start & End Date, Event Category and Pending (the approval status).

To customise what information is displayed, reorder the columns or add other criteria to the table, click the **sprocket** icon. You can reset back to the default columns (shown above) at any time.

** Any adjustments made with the **sprocket** apply only to the person making the changes.*

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ADD EVENT

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Actions	Event ID	Title	Start Date	End Date	Event Category	Pending
	238	Test event	24-06-2018	24-06-2018	Food and Wine, Sporting	Yes

The 'Pending' column refers to whether or not the event listing has been reviewed and approved by DQ:

- **Yes** – means we have received your submission and it is pending review and approval
- **No** – means the listing has been approved and is live.

You can use the green 'Filters' box above to filter your listings by those approved and those pending.

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Filters (0) [Manage Filters](#)

Pending is:

APPLY FILTERS

[ADD EVENT](#)

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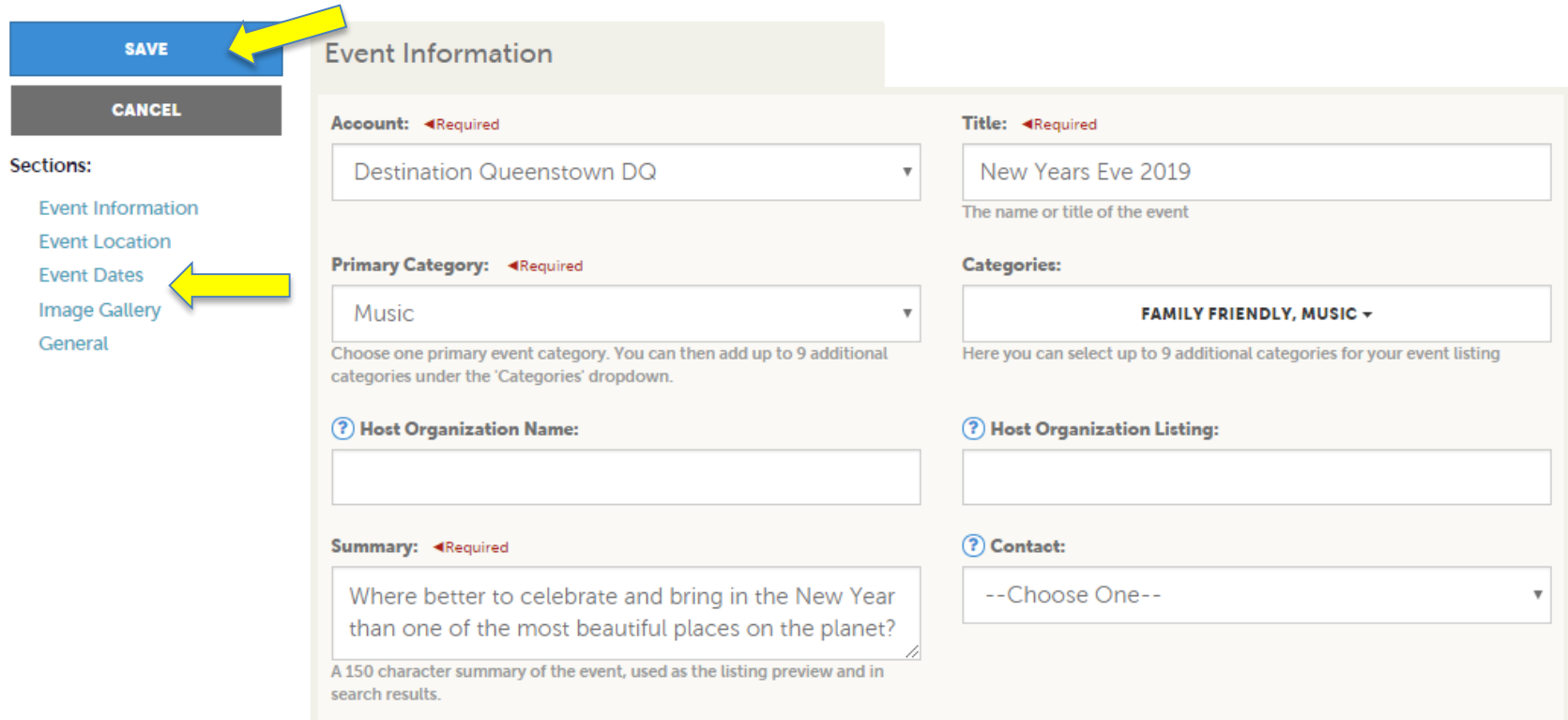
Actions	Event ID	Title	Start Date	End Date	Event Category	Pending
	238	Test event	24-06-2018	24-06-2018	Food and Wine, Sporting	Yes

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

Note: Events listings are slightly different to Product listings and don't need the images uploaded via the Media tab. Images can be added directly within the Event listing form.

Calendar of Events

New Event



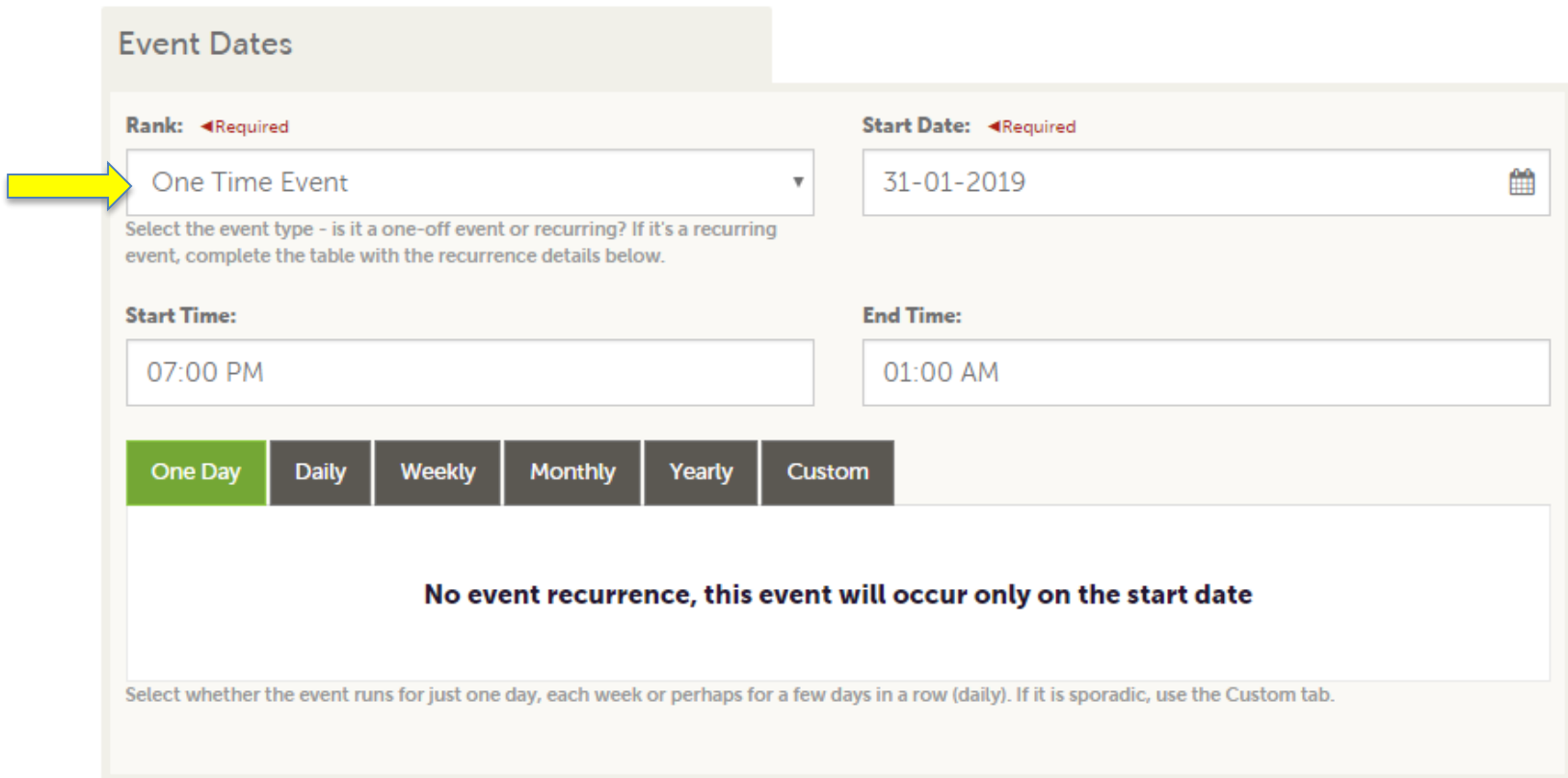
The screenshot shows the 'New Event' form interface. On the left, there is a sidebar with a 'SAVE' button (highlighted with a yellow arrow) and a 'CANCEL' button. Below these are 'Sections:' with links for 'Event Information', 'Event Location', 'Event Dates' (highlighted with a yellow arrow), 'Image Gallery', and 'General'. The main form area is titled 'Event Information' and contains several fields: 'Account:' (dropdown, required), 'Title:' (text input, required), 'Primary Category:' (dropdown, required), 'Categories:' (multi-select, required), 'Host Organization Name:' (text input), 'Host Organization Listing:' (text input), 'Summary:' (text area, required), and 'Contact:' (dropdown). The 'Account:' field is set to 'Destination Queenstown DQ'. The 'Title:' field is 'New Years Eve 2019'. The 'Primary Category:' is 'Music'. The 'Categories:' are 'FAMILY FRIENDLY, MUSIC'. The 'Summary:' field contains the text 'Where better to celebrate and bring in the New Year than one of the most beautiful places on the planet?'. The 'Contact:' field is set to '--Choose One--'.

When you click 'Add new Event'. This page displays a number of mandatory and optional fields to be completed to create your event listing.

Tip: You can jump to a particular section on the page by clicking the blue links to the left.

NOTE: When creating or editing a listing, the top left will show a blue Save button (like above). Clicking the blue SAVE button sends the product listing to DQ for review and approval, so make sure all fields are complete before hitting Save 😊

Calendar of Events



The screenshot shows a web form titled "Event Dates". At the top left, a yellow arrow points to a dropdown menu labeled "One Time Event". To the right of this dropdown is a "Rank:" label with a red "Required" icon. Further right is a "Start Date:" label with a red "Required" icon and a date input field showing "31-01-2019" with a calendar icon. Below the dropdown menu is a text instruction: "Select the event type - is it a one-off event or recurring? If it's a recurring event, complete the table with the recurrence details below." Below this instruction are two time input fields: "Start Time:" with "07:00 PM" and "End Time:" with "01:00 AM". Below the time fields is a row of six buttons: "One Day" (highlighted in green), "Daily", "Weekly", "Monthly", "Yearly", and "Custom". Below these buttons is a large white box containing the text: "No event recurrence, this event will occur only on the start date". At the very bottom of the form is a small text instruction: "Select whether the event runs for just one day, each week or perhaps for a few days in a row (daily). If it is sporadic, use the Custom tab."

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.

The above example is a one off event, see the next slide for an example of a recurring event.

Calendar of Events

Event Dates

Rank: ◀Required

Ongoing Event

Select the event type - is it a one-off event or recurring? If it's a recurring event, complete the table with the recurrence details below.

Start Date: ◀Required

21-06-2018

Start Time:

12:00 AM

End Time:

05:00 PM

One Day

Daily

Weekly

Monthly

Yearly

Custom

Daily Recurrence Options

✓ Every 1 Days

Every Weekday

Recurrence End

No End Date

End after occurrences

✓ End on 24-06-2018

Here is an example of an event that occurs daily for a specified time period (i.e Winter Festival that runs every day over four days from 21-24 June).

Select 'Ongoing event' as the Rank, and Daily as the recurrence (adding the start dates and end dates)

Calendar of Events

Event Dates

Rank: ◀Required

Ongoing Event



Select the event type - is it a one-off event or recurring? If it's a recurring event, complete the table with the recurrence details below.

Start Date: ◀Required

23-06-2018



Start Time:

09:00 AM

End Time:

12:00 PM

One Day

Daily

Weekly

Monthly

Yearly

Custom

Weekly Recurrence Options

✓ Every

1

Week(s) on

SATURDAY

Recurrence End

✓ No End Date

End after

occurrences

End on

Here is an example of an event that occurs one day every week (for example a Farmers Market or Run Club)

Select 'Ongoing event' as the Rank, and Weekly as the recurrence. You can determine an end date or leave it open.

Calendar of Events

Event Dates

Rank: ◀Required

Start Date: ◀Required

One Time Event

01-08-2018

Select the event type - is it a one-off event or recurring? If it's a recurring event, complete the table with the recurrence details below.

Start Time:

09:00 AM

End Time:

12:00 PM

One Day

Daily

Weekly

Monthly

Yearly

Custom

Custom

Custom Date: 11-08-2018



ADD

	Event Date	Day
✗	01-08-2018	Wednesday
✗	03-08-2018	Friday
✗	04-08-2018	Saturday
✗	09-08-2018	Thursday
✗	11-08-2018	Saturday

Here is an example of an event that occurs sporadically in no particular pattern. E.g. a show running over two weeks: a Wednesday, Friday and Saturday the first week and a Thursday and Saturday the second week.

Select One Time Event as the Rank and 'Custom'.

Enter the event dates into the Custom Date field.

Calendar of Events

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 a file to add

BROWSE

 Image Gallery is required

Please upload the images in the order you would like them to display on the event listing. Logo is to be uploaded first, followed by the main image and any gallery images. Recommended hero/gallery image size is 2048x960px. JPEG only. Recommended logo size is 600x600px. JPEG or PNG only. Maximum file size is 500KB

As with Listings and Special Offers you can add images to your event. The process for events 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.

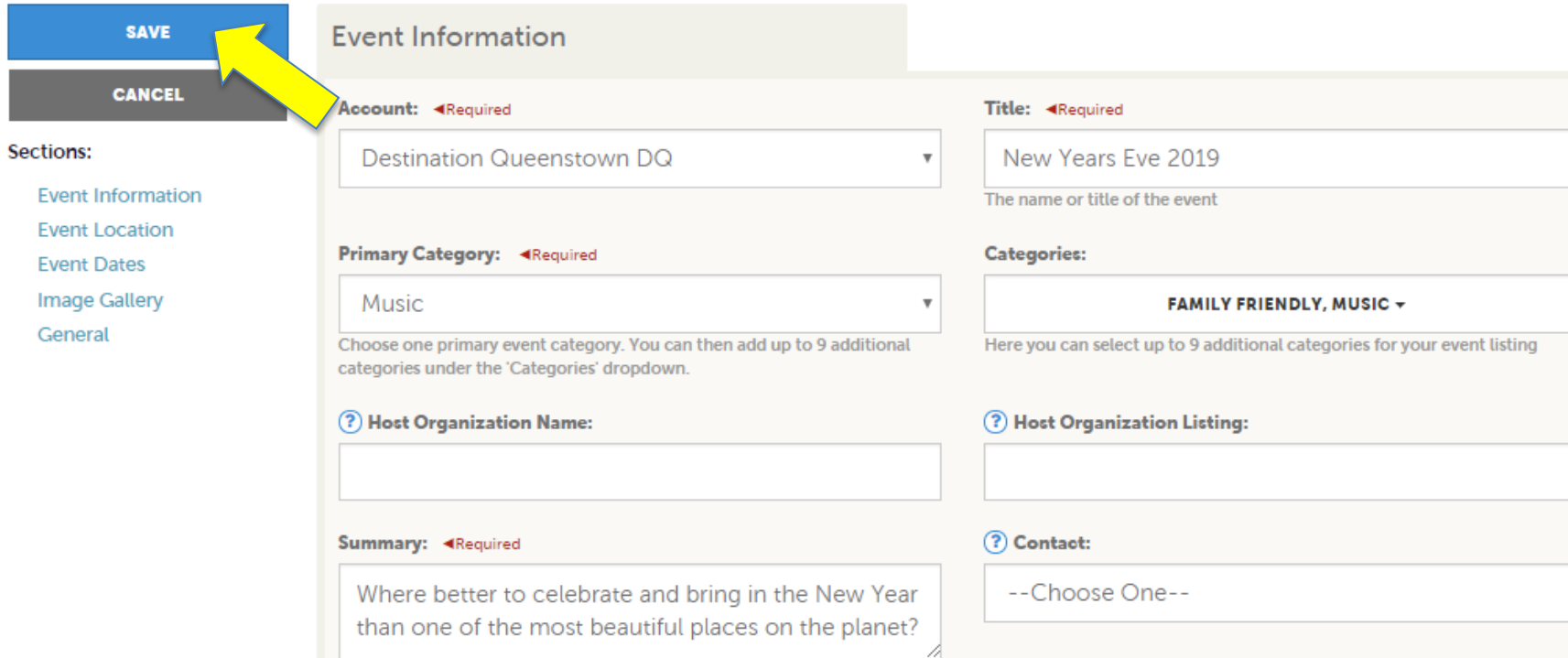
Hero & Gallery images should be **2048x960px** and maximum file size is **500KB**.

Make sure to upload images in the following order:

1) Logo 2) Hero Image 3) Gallery images

Calendar of Events

New Event



The screenshot shows a 'New Event' form with a sidebar on the left and a main form area. The sidebar has a 'Sections:' list with 'Event Information' selected. The main form area is titled 'Event Information' and contains several fields. A yellow arrow points to the 'SAVE' button in the top left corner of the form area.

SAVE
CANCEL

Sections:

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

Event Information

Account: ◀Required
Destination Queenstown DQ ▼

Primary Category: ◀Required
Music ▼
Choose one primary event category. You can then add up to 9 additional categories under the 'Categories' dropdown.

Title: ◀Required
New Years Eve 2019
The name or title of the event

Categories:
FAMILY FRIENDLY, MUSIC ▼
Here you can select up to 9 additional categories for your event listing

Host Organization Name:
[Empty text box]

Host Organization Listing:
[Empty text box]

Summary: ◀Required
Where better to celebrate and bring in the New Year than one of the most beautiful places on the planet?

Contact:
--Choose One--

Once you've completed all the necessary fields for your event listing and uploaded your event images, make sure to click Save! 😊

Clicking Save will send your listing to DQ for review and approval. You will be notified via email when your event listing has been approved, or you can check its status by navigating back to the Calendar of Events dashboard.

Additional Resources

Need help?

Additional resources

Product Listings:

- <https://youtu.be/NSIT0YTSqGI>
- <https://www.screencast.com/t/5EhZNcxMpX>

Media (adding imagery & videos):

- <https://youtu.be/SBvYkJ-Nuts>
- <https://www.screencast.com/t/0CRKxEA07>

Special Offers:

- <https://youtu.be/9N7VqocmVnw>
- <https://www.screencast.com/t/OAemc7Jw1k>

Calendar of events:

- <https://youtu.be/22DlxO874B4>
- <https://www.screencast.com/t/u0LcZ85kud>

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