

Destination Queenstown

Listing Portal User Guide



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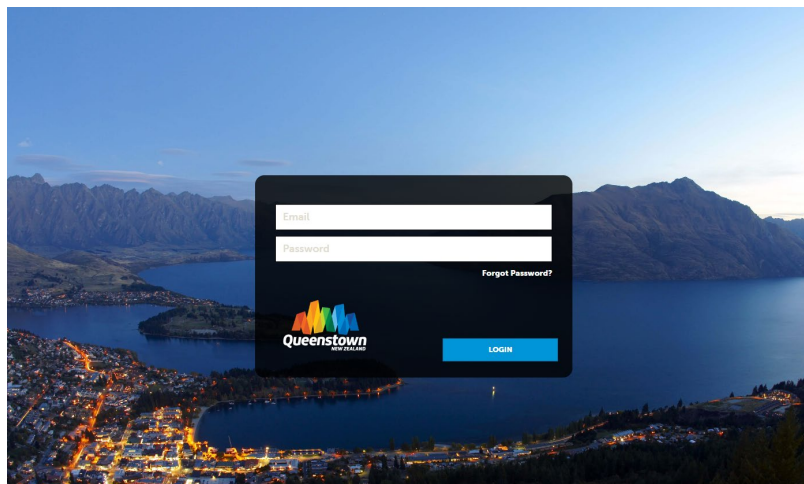


Login & Home Screen

Login Screen

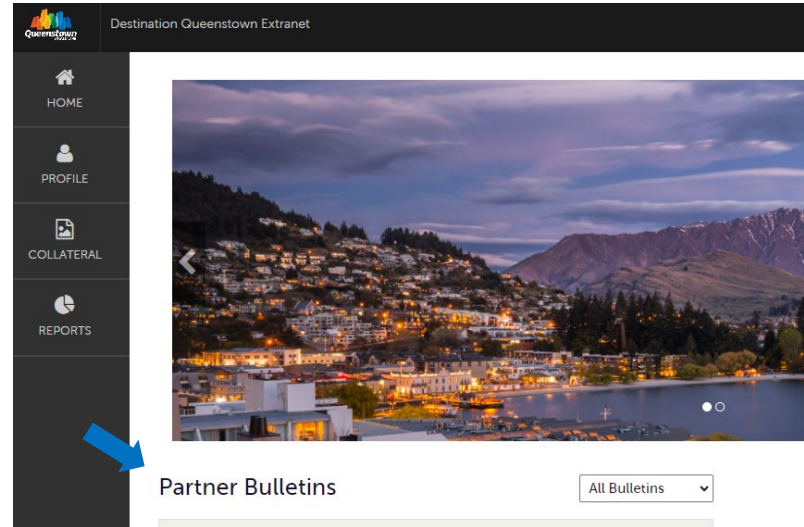
Access the listing portal through the DQ Member Area, or at: <https://QueenstownNZ.extranet.simpleviewcrm.com>

Login with your email address and supplied password.



Home Screen

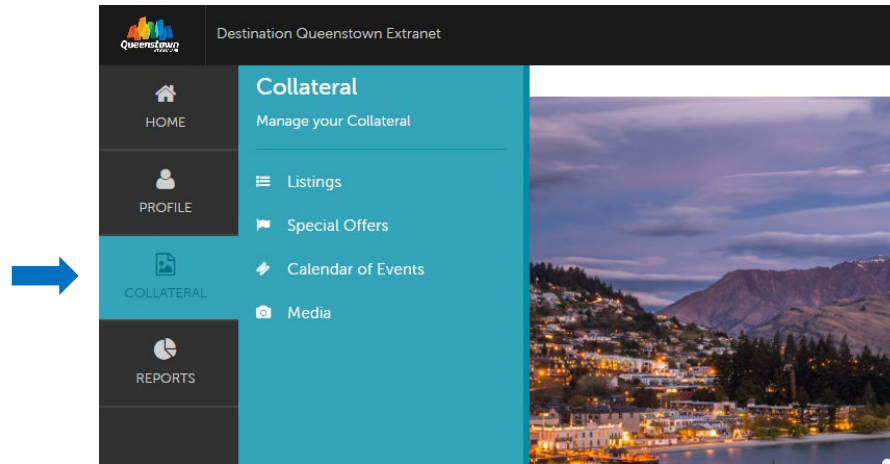
Partner Bulletins are important notices and useful documents posted by Destination Queenstown. Important bulletins will be marked with a blue and white exclamation mark.



Home Screen

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

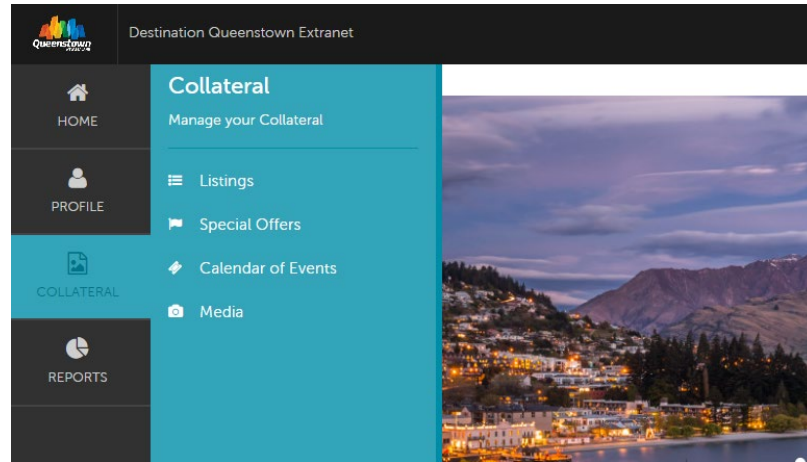
The Collateral tab provides options to create, view or edit Product Listings, Event listings, create Special Offers for product listings and manage media (i.e. listing images and YouTube videos)



Home Screen

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

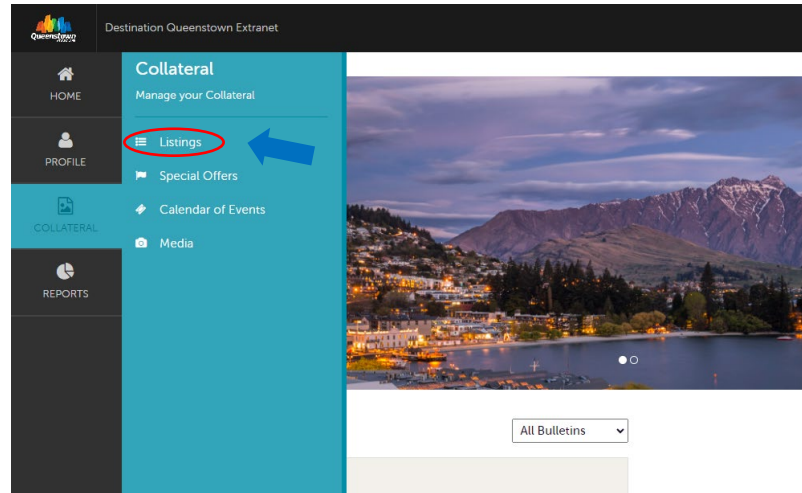
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Product Listings

Product Listings

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



Product Listings

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




Listings

Filters (0) [Manage Filters](#)

Pending is:

APPLY FILTERS

ADD LISTING

Actions	Listing ID	Product Name	Company	Category	Pending
  	17600	Example Hotel	Destination Queenstown DQ	Accommodation	Yes

Product Listings

The **Product Listings table is customisable** and can be altered to your preferences.

The default columns are: Listing ID, Product name, Company, 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 below) at any time.



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



[ADD LISTING](#)

Page 1 of 1

Go to Page: 1

Actions	Listing ID	Product Name	Company	Category	Pending	Remove listing from website
 	17600	Example Hotel	Destination Queenstown DQ	Accommodation	Yes	No

Page 1 of 1


Go to Page: 1



Product Listings

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.

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



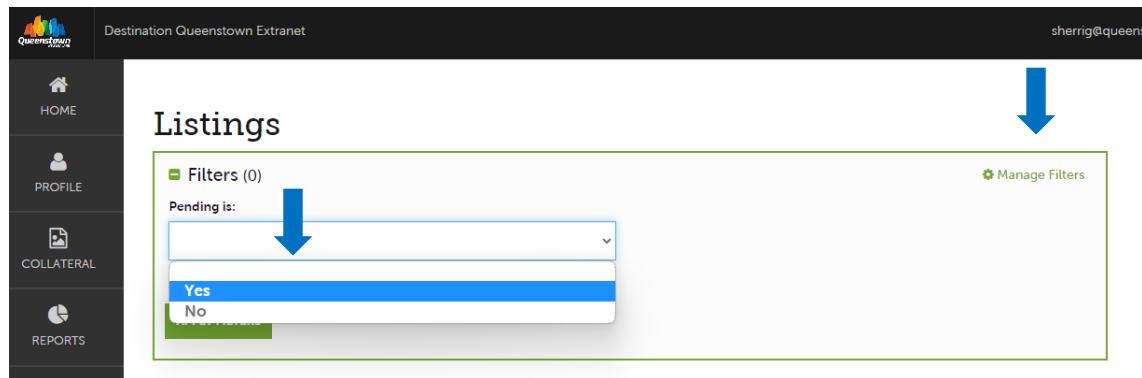
ADD LISTING							Page 1 of 1 Go to Page: 1	
Actions	Listing ID	Product Name	Company	Category	Pending	Remove listing from website		
 	17600	Example Hotel	Destination Queenstown DQ	Accommodation	Yes	No	Page 1 of 1 Go to Page: 1	

Product Listings

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).

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



Product Listings

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.


Listings

Filters (0) [Manage Filter](#)

Pending is:

APPLY FILTERS

ADD LISTING

Actions	Listing ID	Product Name	Company	Category
	17600	Example Hotel	Destination Queenstown DQ	Accommodation

Product Listings

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

Important: When creating or editing a listing, the top left will show a blue Save button. 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.

HOME

PROFILE

COLLATERAL

REPORTS

New Listing

SAVE

CANCEL

Sections:

- Categories
- Listing Image
- Details
- Listing Information
- General
- Accreditations
- Accessibility
- Social Media
- Amenities
- Accommodation Filters
- Accommodation/Venue

Categories

Please complete the below form with as much information as possible. This is your chance to sell your product!
We recommend uploading new imagery prior to completing the listing detail form.

To submit your listing for approval, click the blue SAVE button.

Type: Required

--Choose One--

Select 'Website' for all product listings.

Category: Required

--Choose One--

SubCategory: Required

--Choose One--

Additional Subcategories (Max: 1):

Product Listings

Most of the fields have visible hints or tips to guide you through the submission process – just hover your mouse over the blue '?' symbol to see the tip. Fields marked with **<Required** are mandatory fields.

New Listing

SAVE

CANCEL

Sections:

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

Categories

Please complete the below form with as much information as possible. This is your chance to sell your product!
We recommend uploading new imagery prior to completing the listing detail form.

To submit your listing for approval, click the blue SAVE button.

Type: **<Required**

Website

Select 'Website' for all product listings.

? SubCategory: **<Required**

--Choose One--

Additional Subcategories (Max: 1):

--Category--

Select an additional subcategory if your product falls under more than one subcategory

? Category: **<Required**

--Choose One--

--Choose One--

Accommodation

Activities

Eat & Drink

Services


Shopping

Study

Travel Packages & Combos

Venues

Listing Image



Queenstown
NEW ZEALAND

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Product Listings

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 will be the 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 page 20](#)*

Listing Image

SELECT YOUR LOGO AND IMAGES FROM THE POOL BELOW.
Please ensure you have 1x Logo and at least 1x image selected. To upload new imagery or video visit the [Media](#) tab *prior to creating your listing*. Once uploaded, link the images/video to the relevant listing(s).

Select one or more images


Active



Product Listings

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.*

Accommodation Filters

Filters are used to help users 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.

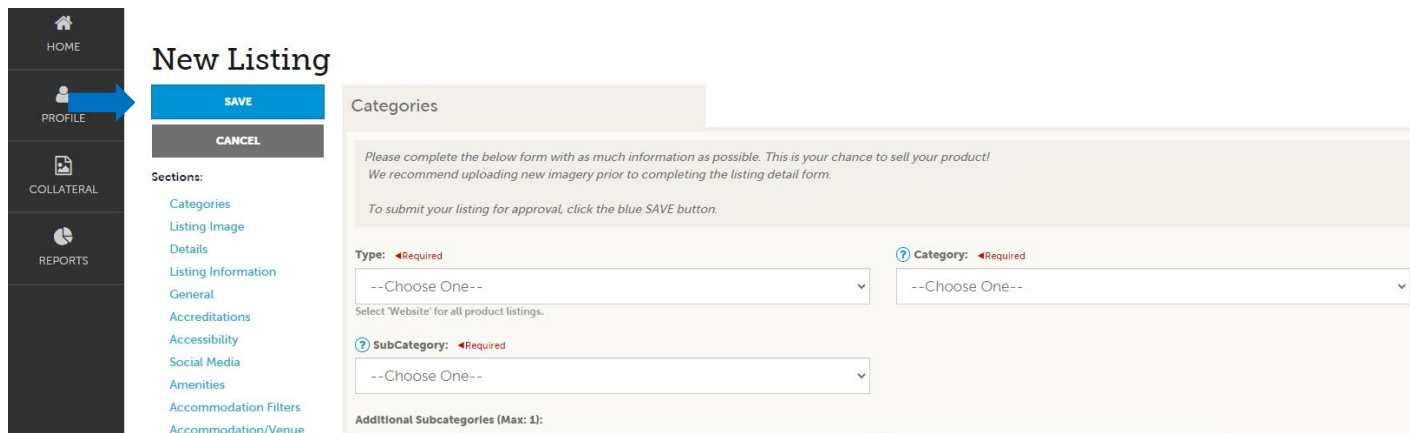
Number Of Rooms:	Number Of Function Rooms:
--Choose One-- ▼	--Choose One-- ▼
Theatre Capacity:	Banquet Capacity:
--Choose One-- ▼	--Choose One-- ▼
Cocktail Capacity:	Board Room Capacity:
--Choose One-- ▼	--Choose One-- ▼

Product Listings

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 by navigating to the Media tab.



HOME

PROFILE

COLLATERAL

REPORTS

New Listing

SAVE

CANCEL

Sections:

- Categories
- Listing Image
- Details
- Listing Information
- General
- Accreditations
- Accessibility
- Social Media
- Amenities
- Accommodation Filters
- Accommodation/Venue

Categories

Please complete the below form with as much information as possible. This is your chance to sell your product!
We recommend uploading new imagery prior to completing the listing detail form.

To submit your listing for approval, click the blue SAVE button.

Type: Required

--Choose One--

Select 'Website' for all product listings.

Category: Required

--Choose One--

SubCategory: Required

--Choose One--

Additional Subcategories (Max: 1):

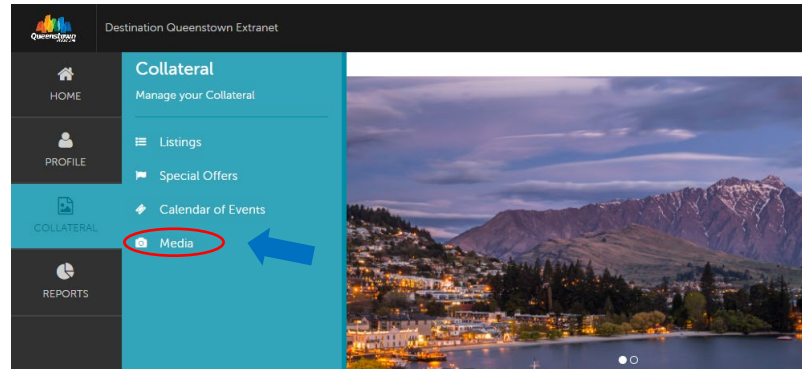
Media – Imagery & Video

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

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

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









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

Media

Filters (0) Manage Filter

Account is one of:

Media Type is one of:

Actions	Media Type	Image	Title	Description
  	Logo		DQ logo	DQ logo
  	Image		Test live	Test live

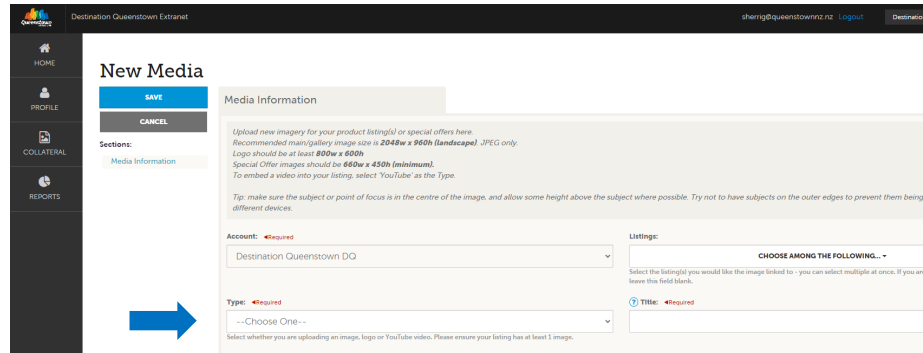
Media – Imagery

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 - if you have hero shots you want featured on more than one product, you can apply it to multiple listings.



Destination Queenstown Extranet

ihang@queenstownnz.nz Logout Destination

New Media

SAVE
CANCEL

Sections:
Media Information

Upload new imagery for your product listing(s) or special offers here.
Recommended main/gallery image size is 2048w x 960h (landscape) - JPEG only.
Logo should be at least 800w x 600h.
Special Offer images should be 660w x 450h (minimum).
To embed a video into your listing, select 'YouTube' as the Type.

Tip: make sure the subject or point of focus is in the centre of the image, and allow some height above the subject where possible. Try not to have subjects on the outer edges to prevent them being cut on different devices.

Account: required
Destination Queenstown DQ

Listings:
CHOOSE AMONG THE FOLLOWING...
Select the listing(s) you would like the image linked to - you can select multiple at once. If you are y leave this field blank.

Type: required
--Choose One--
Select whether you are uploading an image, logo or YouTube video. Please ensure your listing has at least 1 image.

Title: required

Media – Logos

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).

New Media

SAVE

CANCEL

Sections:
Media Information

Media Information

Upload new imagery for your product listing(s) or special offers here.
Recommended main/gallery image size is **2048w x 960h (landscape)**. JPEG only.
Logo should be at least **800w x 600h**
Special Offer images should be **660w x 450h (minimum)**.
To embed a video into your listing, select 'YouTube' as the Type.

Tip: make sure the subject or point of focus is in the centre of the image, and allow some height above the subject where possible. Try not to have subjects on the outer edges to prevent them being cut off when resized on different devices.

Account: required

Destination Queenstown DQ

Type: required

Logo

Select whether you are uploading an image, logo or YouTube video. Please ensure your listing has at least 1 image.

Description:

Image Type:

Main

Is this a main image, gallery image or for a special offer (coupon)? A 'main image' is the first image that displays on your listing. A 'gallery image' are any consecutive images to display after the main image.

Listings:

CHOOSE AMONG THE FOLLOWING... ▼

Select the listing(s) you would like the image linked to - you can select multiple at once. If you are yet to create the listing, leave this field blank.

Title: required

Media – Video

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 to multiple listings by choosing the relevant listings from the dropdown.

New Media

SAVE

CANCEL

Sections:

Media Information

Media Information

Upload new imagery for your product listing(s) or special offers here.
Recommended main/gallery image size is **2048w x 960h (landscape)**. JPEG only.
Logo should be at least **800w x 600h**.
Special Offer images should be **660w x 450h (minimum)**.
To embed a video into your listing, select 'YouTube' as the Type.

Tip: make sure the subject or point of focus is in the centre of the image, and allow some height above the subject where possible. Try not to have subjects on the outer edges to prevent them being cut off when resized on different devices.

Account: required

Destination Queenstown DQ

Listings:

CHOOSE AMONG THE FOLLOWING.. -

Select the listing(s) you would like the image linked to - you can select multiple at once. If you are yet to create the listing, leave this field blank.

Type: required

YouTube

Select whether you are uploading an image, logo or YouTube video. Please ensure your listing has at least 1 image.

Title: required

Description:

Image Type:

--Choose One--

Is this a main image, gallery image or for a special offer (coupon)? A 'main image' is the first image that displays on your listing, a 'gallery image' are any consecutive images to display after the main image.

Video Link: required












Enter your YouTube video URL by clicking 'Share' and pasting the video link

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 (labelled 2, 3, 4 etc) would be next

Media

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

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		

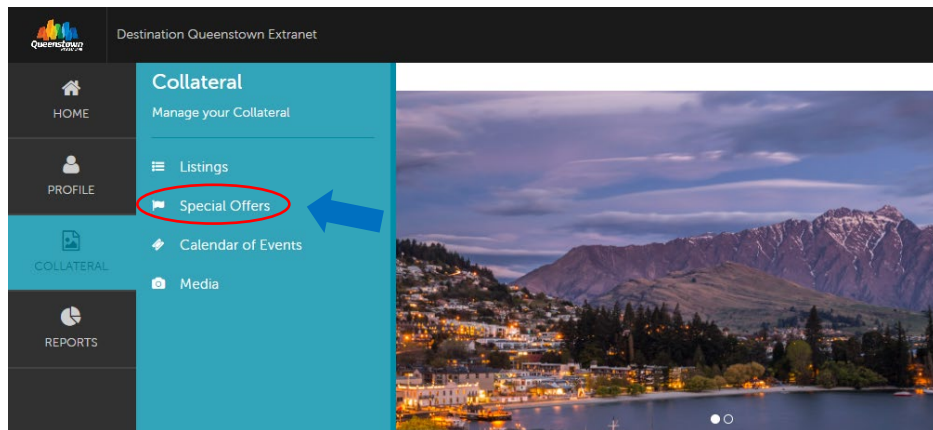
Special Offers

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.

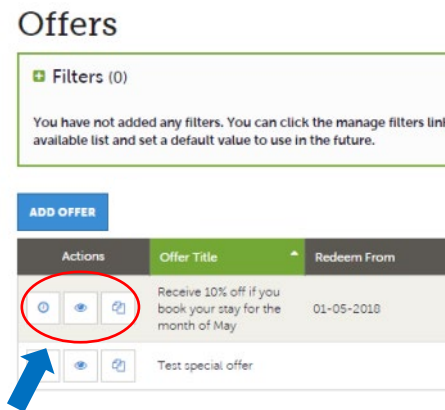


Special Offers

On the Special Offers page, you will see a table of all 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** – the offer has been submitted and is pending approval from DQ
2. **Eyeball** –view an offer
3. **X** – delete an offer
4. **Clone** – duplicate an offer



Special Offers

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

This includes what listing(s) you'd like to link the offer to (it can be more than one!) Select the applicable product listings from the dropdown. The listing will need to be created before the offer can be linked.

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 -



Queenstown
NEW ZEALAND

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Special Offers

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. 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).



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



Special Offers

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

New Offer

→ **SAVE**
CANCEL

Sections:

- Offer Information
- Offer Dates
- Offer Image
- General

Offer Information

Account: Required
Destination Queenstown DO

Offer Listings: Required
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!

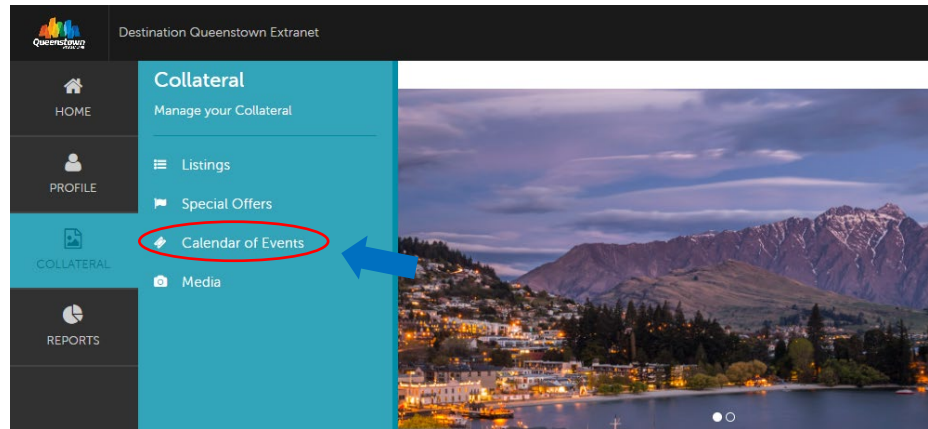
Offer Title: Required
Example Offer
46 characters long

Offer Text: Required
Example offer text

Calendar of Events

Calendar of Events

To add an event listing to the DQ website, select Collateral from the menu, and click 'Calendar of Events'.



Calendar of Events

Like the Product Listings page, you will see a table of your existing events listings. To add a new Event listing, click the blue **'Add Event'** button.

There are 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** – events listing is pending approval




Events

Filters (0)

Pending is:

APPLY FILTERS

ADD EVENT

Actions	Event ID	Title
  	1837	DFS Winter Fireworks

Calendar of Events

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 below) at any time.

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

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	
<div></div>	1837	DFS Winter Fireworks	30-06-2023	30-06-2023	Family Friendly	No	<div></div>

Page 1 of 1 Go to Page: 1

Calendar of Events

The 'Pending' column refers to whether 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.

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	
Edit View Delete	1837	DFS Winter Fireworks	30-06-2023	30-06-2023	Family Friendly	No	

Page 1 of 1 Go to Page: 1

Calendar of Events

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.

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	
Edit View Delete	1837	DFS Winter Fireworks	30-06-2023	30-06-2023	Family Friendly	No	

Page 1 of 1 | Go to Page: 1 |

Calendar of Events

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

New Event

SAVE

CANCEL

Sections:

[Event Information](#)
[Event Location](#)
[Event Dates](#)
[Image Gallery](#)
[General](#)

Event Information

Fill out all of the relevant fields below to create your Event listing, including uploading images.
Once you have completed the form, click the blue SAVE button to submit the event listing for approval.

Account: Required

Destination Queenstown DQ

Categories:

CHOOSE AMONG THE FOLLOWING... ▾

Select the relevant event categories from the dropdown list. You can select up to 9 categories.

Title: Required

The name or title of the event

Description: Required

Contact:

--Choose One--


Primary Category: Required

--Choose One--

This is the main category your listing falls under.

Host Organization Name:

This is the name of the organisation organising the event (your company name)



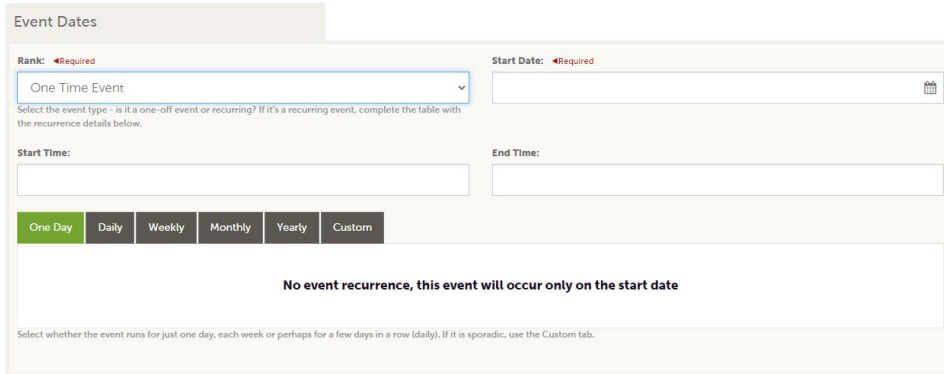
Queenstown
NEW ZEALAND

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Calendar of Events

The Calendar of Events has a recurrence model built in. **You can make your event a onetime 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 below example is a **one-off event**, see the next slide for an example of a recurring event.



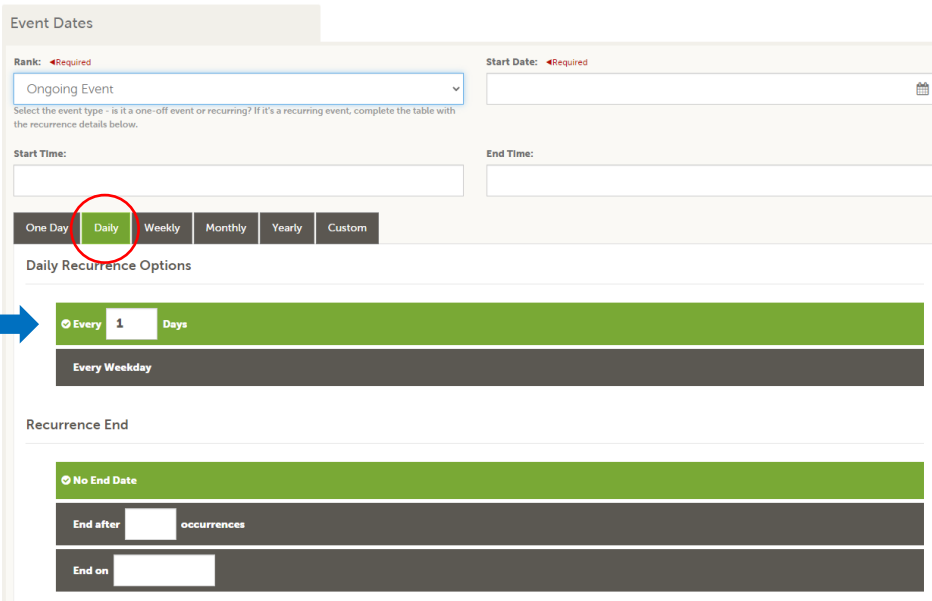
The screenshot shows a form titled "Event Dates" with the following fields and options:

- Rank:** A dropdown menu with "One Time Event" selected. A red asterisk and the word "Required" are next to the label.
- Start Date:** A text input field with a calendar icon on the right. A red asterisk and the word "Required" are next to the label.
- Start Time:** A text input field.
- End Time:** A text input field.
- Recurrence Options:** A row of buttons: "One Day" (highlighted in green), "Daily", "Weekly", "Monthly", "Yearly", and "Custom".
- Message:** A text box containing the message: "No event recurrence, this event will occur only on the start date".
- Footnote:** Small text at the bottom: "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."

Two blue arrows point to the "Rank" dropdown and the "One Day" button.

Calendar of Events

Here is how to input a **recurring event** that occurs daily for a specified time period e.g. a multi-day festival. Select 'Ongoing event' as the Rank, and Daily as the recurrence (adding the start dates and end dates)

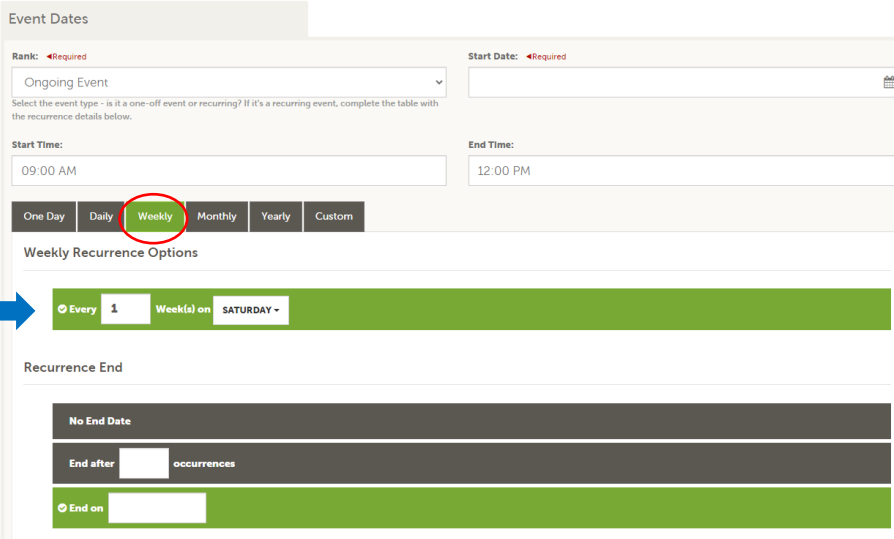


The screenshot shows the 'Event Dates' form with the following configuration:

- Rank:** Ongoing Event (indicated by a blue arrow pointing to the dropdown menu).
- Start Date:** (Empty field, marked as required).
- Start Time:** (Empty field).
- End Time:** (Empty field).
- Recurrence:** Daily (selected, circled in red, and indicated by a blue arrow pointing to the 'Daily' button).
- Daily Recurrence Options:**
 - ☒ Every 1 Days (highlighted in green).
 - ☐ Every Weekday (highlighted in grey).
- Recurrence End:**
 - ☒ No End Date (highlighted in green).
 - ☐ End after [] occurrences (highlighted in grey).
 - ☐ End on [] (highlighted in grey).

Calendar of Events

Here is an example of a **recurring event** that occurs one day every week e.g. a farmers market. Select 'Ongoing event' as the Rank, and Weekly as the recurrence. You can determine an end date or leave it open.



The screenshot shows a web form titled "Event Dates" for configuring a recurring event. A blue arrow points to the "Rank" dropdown menu, which is set to "Ongoing Event". Below this, a note states: "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." The "Start Time" is set to "09:00 AM" and the "End Time" is set to "12:00 PM". The recurrence options are "One Day", "Daily", "Weekly", "Monthly", "Yearly", and "Custom", with "Weekly" highlighted by a red circle. A second blue arrow points to the "Weekly Recurrence Options" section, which shows "Every 1 Week(s) on SATURDAY". The "Recurrence End" section has three options: "No End Date", "End after [] occurrences", and "End on []", with the "End on" option highlighted in green.

Event Dates

Rank: Required

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:

End Time:

Weekly Recurrence Options

☒ Every Week(s) on

Recurrence End

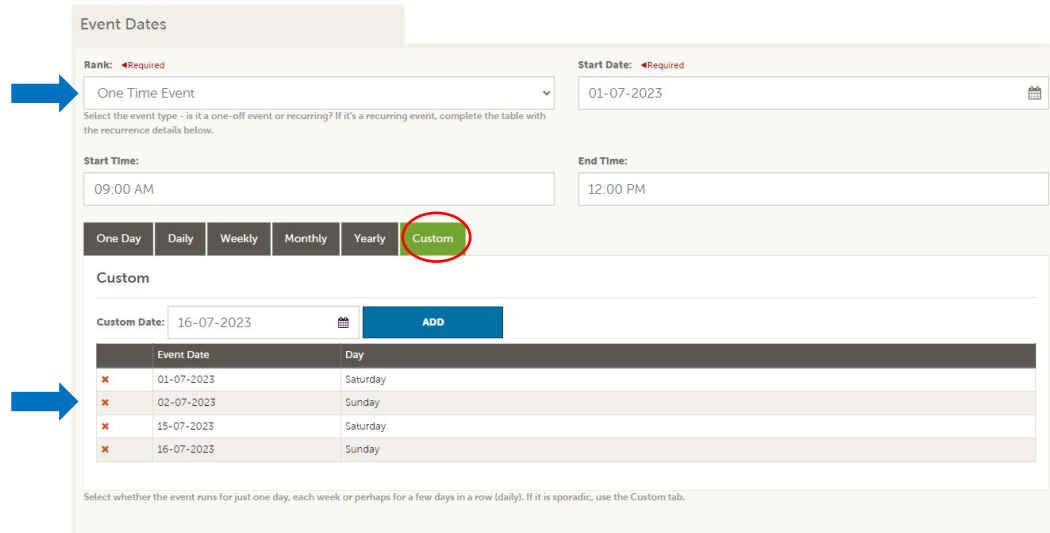
occurrences

☒ End on

Calendar of Events

Here is an example of an event that **occurs sporadically** in no particular pattern. E.g. a show running over two weekends.

Select One Time Event as the Rank and 'Custom'. Enter the event dates into the Custom Date field.



The screenshot shows the 'Event Dates' form. A blue arrow points to the 'Rank' dropdown menu, which is set to 'One Time Event'. Another blue arrow points to the 'Custom' tab, which is highlighted with a red circle. Below the tabs, the 'Custom' section shows a 'Custom Date' field with '16-07-2023' and an 'ADD' button. Below this is a table with columns 'Event Date' and 'Day'.

Event Date	Day
01-07-2023	Saturday
02-07-2023	Sunday
15-07-2023	Saturday
16-07-2023	Sunday

Below the table, there is a note: '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.'

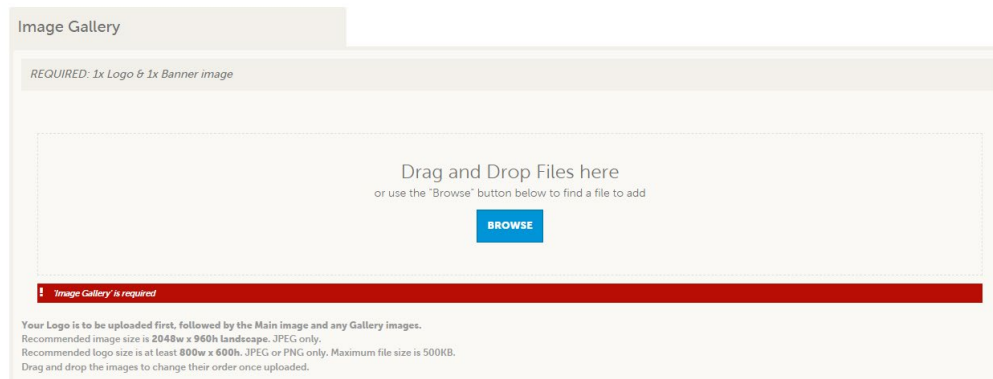
Calendar of Events

Similar to 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



The screenshot shows a web interface for uploading images. At the top, there's a tab labeled "Image Gallery". Below it, a light gray box contains the text "REQUIRED: 1x Logo & 1x Banner image". The main area is a large dashed rectangle with the text "Drag and Drop Files here" and "or use the 'Browse' button below to find a file to add". A blue "BROWSE" button is centered below this text. At the bottom, a red error bar with a white exclamation mark icon contains the text "Image Gallery is required". Below the error bar, small text provides instructions: "Your Logo is to be uploaded first, followed by the Main image and any Gallery images. Recommended image size is 2048w x 960h landscape, JPEG only. Recommended logo size is at least 800w x 600h, JPEG or PNG only. Maximum file size is 500KB. Drag and drop the images to change their order once uploaded."

Calendar of Events

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.

New Event

→

SAVE

CANCEL

Sections:

Event Information

Event Location

Event Dates

Image Gallery

General

Event Information

Fill out all of the relevant fields below to create your Event listing, including uploading images.
Once you have completed the form, click the blue SAVE button to submit the event listing for approval.

Account: Required

Destination Queenstown DQ

Contact:

--Choose One--

Categories:

CHOOSE AMONG THE FOLLOWING... ▾

Select the relevant event categories from the dropdown list. You can select up to 9 categories.

Primary Category: Required

--Choose One--

This is the main category your listing falls under.

Title: Required

The name or title of the event

Host Organization Name:

This is the name of the organisation organising the event (your company name)

Description: Required

Thank you



For additional questions, please contact:

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