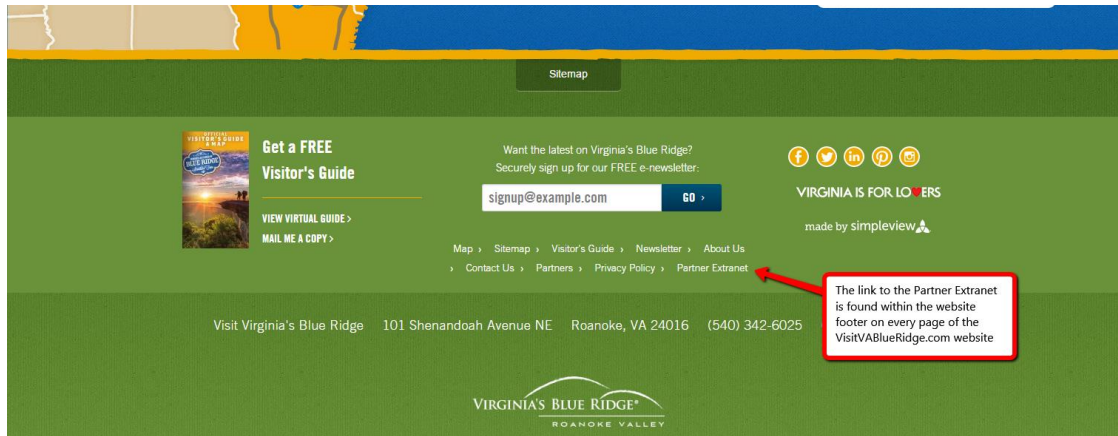


Event Calendar Submission Instructions

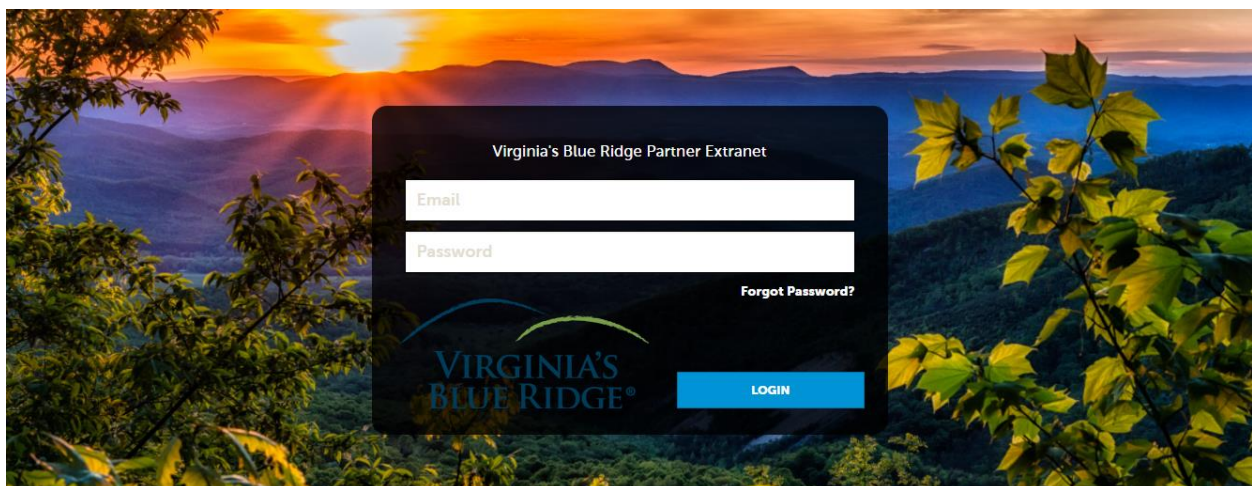
To submit an event, login to your partner extranet account.

- The link to the Partner Extranet is located on every page of the VisitVBR.com website within the footer.



On the login screen provide your username and password to access your account.

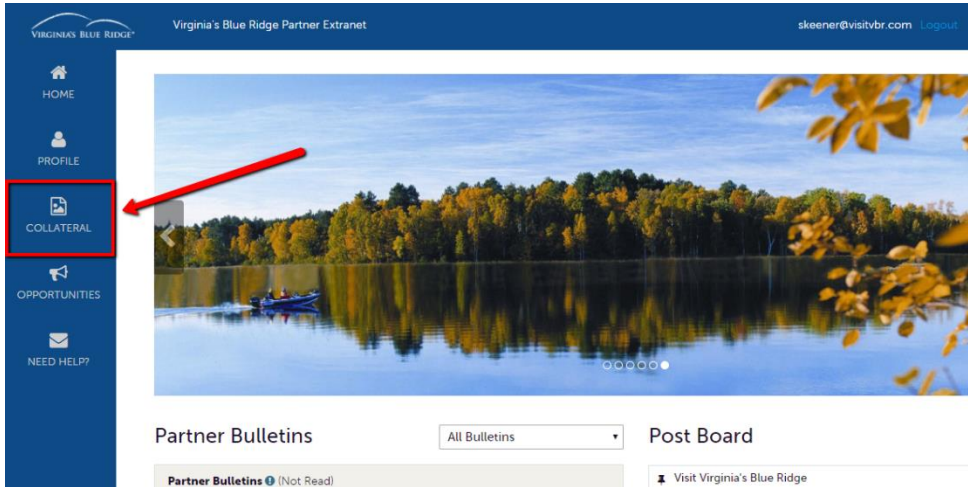
- Username = your email address
- To request your password information please contact marketing@visitvbr.com or a Visit VBR staff member



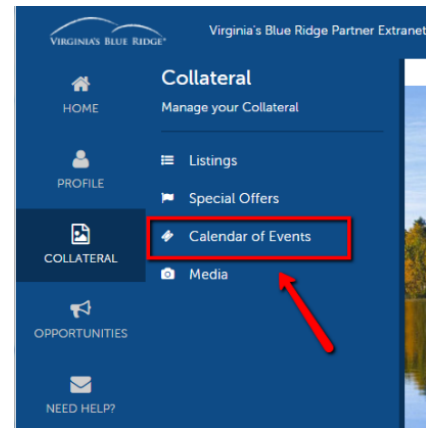
Once logged into your account, on the main screen click **COLLATERAL** on the left tab bar.

Then click **Calendar of Events**

Step 1:

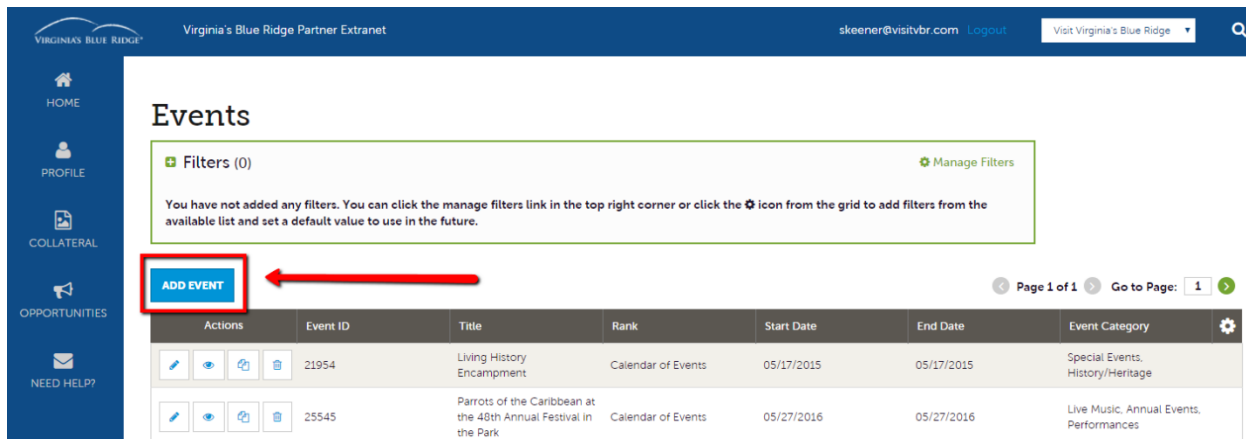


Step 2:



To submit an entirely new event click the blue **Add Event** button. This opens the Online Event Submission Form.

Step 3:



Next complete the online event submission form by entering information into the blank fields. Some fields are required, but the more information the better!

Step 4:

The screenshot shows the 'New Event' submission form. The 'Event Information' section is highlighted in green. The form includes fields for Account, Title, Contact, Admission, and Description. The 'Email' field contains 'skeener@visitvbr.com' and the 'Website' field contains 'http://www.example.com'. The 'Phone' field contains '5403426025'. The 'Categories' field is a multiselect dropdown with 'Annual Events' and 'Beer Events' selected. The 'Host Organization Listing' field contains 'visitor inf' and the 'Primary Category' field contains 'Beer Events'. Annotations with red boxes and arrows point to the multiselect categories and the host organization listing field.

New Event

SAVE
CANCEL

Sections:
Event Information
Event Location
Event Dates
Image Gallery
Additional Event Information

Event Information

Account: <Required> Visit Virginia's Blue Ridge

Title: <Required> A Cool Event

Contact: <Required> Shannon Keener

Admission: <Required> \$10, Free for kids under 12
Example: \$15, \$10 for kids, Free, Donation of \$5

Description: <Required> Enter your description here! Please note: hyperlinks and links will not display on the website.

Email: skeener@visitvbr.com

Website: http://www.example.com

Phone: 5403426025

Categories: <Required> ANNUAL EVENTS, BEER EVENTS

- Annual Events ✓
- Arts and Culture
- Beer Events ✓
- Biking Events
- Children's Events

Host Organization Listing: visitor inf

Primary Category: <Required> Beer Events

Host Organization Listing: Virginia's Blue Ridge Visitor Information Center (Website: Visitor Cen

Enter business listing name to connect your event to your listing

Online Event Submission Form continued...

Event Location

Venue Listing:

Address 1: Required

Address 2:

City: Required

State/Province: Required

Zip/Postal Code: Required

Location:

Info will autofill if you complete the venue listing field. You can edit the Location field to share specifics about where your event is taking place.

- Sections:
- Event Information
 - Event Location

times your event is happening.

The Start Time and End Time fields will autopopulate the required "Times" field or you can bypass the "Start Time" "End Time" fields and simply enter your event times in the "Times" field.

Then enter your recurrence. If your event dates due not fall within the Daily/ Weekly/Monthly/ Yearly options then you can utilize the "Custom" option.

Event Dates

Start Date: Required

Times: Required

Start Time:

End Time:

Daily Recurrence Options

Every Days

Every Weekday

Recurrence End

No End Date

End after occurrences

End on

Online Event Submission Form continued...

Image Gallery

Image Size: 410w x 275h minimum. Ideal size is 1640w x 1100. Please Note: Event flyers will not be accepted as images. Visit Virginia's Blue Ridge reserves the right to reject, modify and reuse all submitted images on our website and in other marketing materials. In uploading this image, you are acknowledging you have the appropriate rights to use this image on our website and it is of an appropriate nature.

IMPORTANT IMAGE INFORMATION!

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

BROWSE

! Image Gallery is required

Additional Event Information

Pet Friendly?:

YES **NO**

Then click the blue SAVE button on the top left of the screen.

Visit VBR staff will be notified of your event submission and your event will go through an approval process to ensure it is a fit for our calendar and website audience. Please allow up to 10 business days for this approval process.

You will be notified by email of approved and denied events.

If you have any questions or require event submission assistance please contact marketing@visitvbr.com.