

Visit Huntington Beach Partner Portal Training Guide

How to Add an Event

Where to access the Partner Portal:

<https://SurfCityUSA.Extranet.SimpleviewCRM.com/login/>

You can also access this link at the bottom of any page on SurfCityUSA.com by clicking “**Partner Portal Login**”.



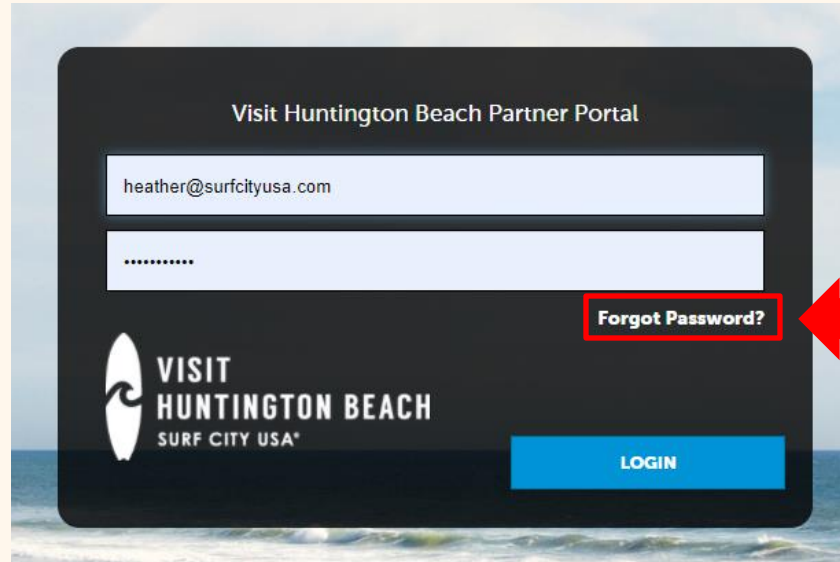
The screenshot shows the footer of the Visit Huntington Beach website. On the left is the logo for Visit Huntington Beach, Surf City USA. In the center, contact information is provided: 155 Fifth Street, Suite 111, Huntington Beach, CA 92648-5171, phone numbers 714.969.3492 and 800.729.6232, and email info@surfcityusa.com. Below this are social media icons for Facebook, Twitter, Instagram, Pinterest, and YouTube. On the right, a vertical menu lists: MEETING PLANNERS, TRAVEL TRADE, FILM, MEDIA, PARTNERS, EVENT SPONSORSHIPS, and PARTNER PORTAL LOGIN. A red rectangular box highlights the 'PARTNER PORTAL LOGIN' link, and a large red arrow points to it from the right.

[ABOUT US](#) | [CONTACT](#) | [SITE MAP](#) | [PRIVACY POLICY](#) | [WEB ACCESSIBILITY](#)



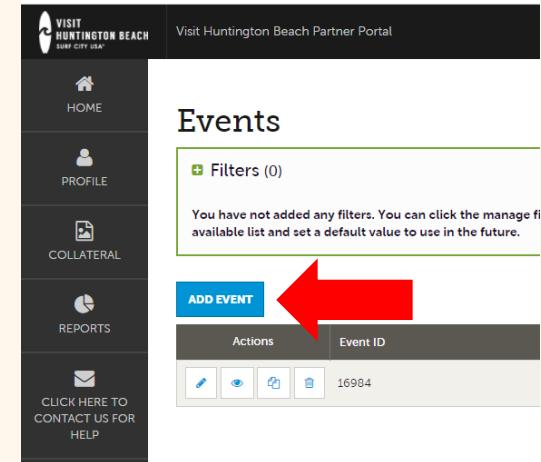
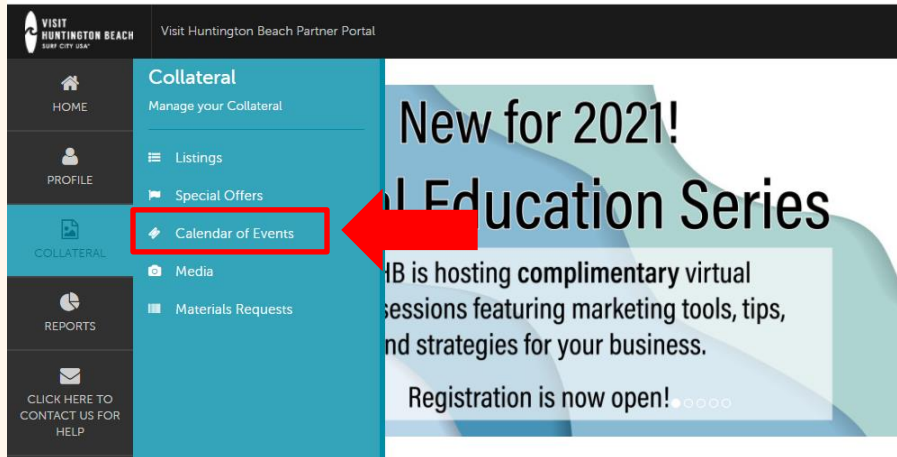
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Don't know your login info?



Try using the “**Forgot Password**” option to have your password reset and emailed to you. If you don't know the email account that was used to create your account, email Heather@SurfCityUSA.com for assistance.

Add an Event



You may add events that your business is hosting to the SurfCityUSA.com [Event Calendar](#).

To add an event, use the icons on the left-hand side of the screen to click **Collateral** and choose **Calendar of Events**. Click the blue **Add Event** button to continue.

VISIT HUNTINGTON BEACH
Visit Huntington Beach Partner Portal

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HOME

New Event

SAVE

CANCEL

Sections:

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

Event Information

Visit Huntington Beach maintains an online Calendar of Events as a service to its visitors. All submitted events must be of interest to visitors, take place in Huntington Beach and be open to the public. Events held outside of Huntington Beach will be considered on a case-by-case basis. Submissions must be made at least two weeks in advance, earlier is preferred. Visit HB reserves the right to edit and post events at its discretion.

Account: **Required**

Visit Huntington Beach

Title: **Required**

Contact:

--Choose One--

Admission:

Event cost. If none, please say "Free".

Description: **Required**

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Complete the fields and click the blue **Save** button when finished. Instructions for each field are on the next page.

Note: When you add or edit an event, you can quickly scroll to a section on the page by clicking the blue links on the left side of the page.

Include the following information for your event:

- **Title**
 - Short and easy is best.
- **Contact**
 - Who is the contact person for the event?
- **Admission**
 - If the event does not have a cost, please type “Free”
- **Description**
- **Email, Phone, and Website**
 - These will be displayed to the public.
- **Host Organization Name and Listing**
 - This is for the event host. In the listing field, start typing to search for the host’s business listing. If none, leave blank.
- **Event Location**
- **Event Dates**
- **Image**
 - High-resolution horizontal images only. No flyers, logos, or other graphics.
- **Parking Information**

Visit [Huntington Beach](#) reserves the right to edit your event for accuracy, grammatical errors, and tone of voice.

View Your Events

Visit Huntington Beach Partner Portal









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Events

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 gear icon from the grid to add filters from the available list and set a default value to use in the future.

ADD EVENT Page 1 of 1 Go to Page: 1

Actions	Event ID	Title	Rank	Start Date	End Date	Event Category
   	16984	Big Board Short Film Premiere and Installation	Special Event	01/21/2016	01/22/2016	Arts & Culture, Surfing
   	20461	Test Event		03/12/2021	03/12/2021	

After you submit a new event it will be pending for approval from Visit Huntington Beach. You will receive an email once it has been approved or denied. Once approved, you can edit an event if necessary.

You can also view, clone, or delete an event at any time by using the blue icons under Actions.

Edit an Event

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Events

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 EVENT

Page 1 of 1 Go to Page: 1

Actions	Event ID	Title	Rank	Start Date	End Date	Event Category	
	16984	Big Board Short Film Premiere and Installation	Special Event	01/21/2016	01/22/2016	Arts & Culture, Surfing	
	20461	Test Event	Ongoing Event	03/12/2021	03/12/2021	Car Culture	

Page 1 of 1 Go to Page: 1

If the event has been approved, you will have the option to edit. Click the **blue pencil icon** under Actions to continue. You will be taken to the Update Event page where you can make changes.

Don't forget to click the blue **Save** button when complete. Changes to events will need to be approved by Visit Huntington Beach.

Questions? Contact Heather@SurfCityUSA.com.