

OMAHA™



***Adding/Updating Events
Partner Extranet Instructions
<http://partners.visitomaha.com>***

***Omaha Convention & Visitors Bureau
1001 Farnam St Omaha, NE 68102
www.visitomaha.com***

Adding & Updating Events

1. Click on the word “Events” on the top blue bar/upper left hand corner of your screen under the “Omaha” logo
2. If you currently have events listed on our website, those events will show up on this first screen – you can click on the event to view basic information about it (date, name, etc)
3. You can also click on the “edit” link to make changes to existing events
4. You have the option of “cloning” an event – or making a copy of an existing event, and changing just the information that needs to be changed for a new event – this works great for a series of events that your venue may have, in which only the date and/or title changes, but the rest of the information remains the same
5. You can also create new events to be tied to your property
6. Click the “Add New Event” button, and the following window will open:

The screenshot shows a web form titled "Events: Add New Event". At the top, there are three buttons: "Save", "Save & New Event", and "Close". Below the buttons, there are several sections of the form:

- Event Information:** Includes a text field for "Event Title", a "Photo" field with a "Browse" button and a note "Leave field blank for no picture.", and an "Event/Start Date" field with the value "09-07-2010".
- Event Recurrence:** Features radio buttons for "One Day", "Daily", "Weekly", and "Monthly". A note states: "No event recurrence, this event will occur only on the date shown above. You can click the other buttons above to create a daily, weekly, monthly, or yearly recurring event."
- Event Description:** A large text area for the event description. A note below it says: "75 words maximum, no hyperlinks or HTML code accepted".
- Event Categories:** A list of categories on the left: "Available" (Community Festival, Holiday, Music, Other, Performing Arts, Sporting Event, Visual Arts) and a "Selected" dropdown menu.

Red text throughout the form indicates which fields are required.

7. The following information will be needed in order to complete an event:
 - a. Event Title
 - b. The start date of the event (see item #8 for more details)
 - c. Event times (*format: Mon/6pm; Tues/7pm*)
 - d. Member Listing (select yours from the drop-down for it to attach to your web listing on the site).
 - e. Event Address (*format: 1001 Farnam St.*)
 - f. Event City, State and Zip (all optional)
 - g. Event Admission (*format: \$6 adults; \$5 children ages 5-12*)
 - h. Public Phone (required – list # for ticket/general info)
 - i. General e-mail (this will show on event listing)

- j. Website (no http:// - example: www.visitomaha.com)
- k. Description (Please limit to 40 words)
- l. Event categories (please select one that best fits your event)

8. Event Recurrence

- a. You will use this feature if your event takes place for more than one day
- b. If it is an event that takes place for consecutive days, you will click on the “daily” tab:
 - i. If it’s consecutive, keep it as Every 1 day
 - ii. Type in the end date



- c. If it is an event that takes place on the same day(s) through a certain date range, you will click on the “weekly” button:
 - i. If it’s weekly, keep the first field set to 1
 - ii. Select the day(s) that it will occur on
 - iii. Select when it ends (no end date; after (#) occurrences; or on a specific date)



- d. If it is an event that takes place on a monthly basis, you will click the “monthly” button:
 - i. You can either select a recurring date of every month (i.e. the 15th of every month)
 - ii. Or you can select a recurring day of every month (i.e. the 1st Wednesday of every month)
 - iii. Select when it ends (no end date; after (#) occurrences; or on a specific date)



- 9. After you have entered all the necessary information for your event, click “Save” at the bottom of the screen.
- 10. Your event will be submitted to a contact at the CVB and will be approved within two (2) business days.