



**Fort Worth Convention & Visitors Bureau**  
111 W. 4th Street | Suite 200 | Fort Worth, Texas 76102-3951

# Partner Portal Instructions

## Partner Collateral

(Calendar of Events)

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## Viewing Your Member Collateral:

Click on the **Collateral Icon** on the left side navigation panel. This will display the details on file for your Partner account with the Fort Worth Convention and Visitors Bureau.


**IMPORTANT NOTE:** Any edits or adding of Listings, Special Offers, Calendar of Events and/or Media will require approval from the Bureau. Upon saving your updates, the Bureau will be notified of your changes/additions


## Calendar of Events

This feature provides partners the opportunity to create and update events to be displayed on the website in association with their listings. You can also create those via the Fort Worth CVB website.







### 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** 

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Actions	Event ID	Title	Priority	Start Date	End Date	Event Category	
  	57	Bossista	Gold	07/07/2015	07/07/2015	Family, Arts and Culture, Historical	
  	59	Simpleview Festival	Platinum	07/08/2015	07/08/2015	Sports, Family	

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After you click the Collateral icon and then Calendar of Events, you will be presented with your property's events. The pencil icon will allow you to edit an existing event. By clicking the eyeball icon, you can view the existing event. The clone icon will allow you to duplicate an event. You can also create a new event by clicking the Add Event button.

### Update Event

**SAVE** 

**CANCEL**

Sections: 

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

#### Event Information

**Account:** Required  
Simpleview Hotel and Conference Center

**Title:** Required  
Simpleview Festival

**Featured:**  
 YES  NO

**Contact:**  
Shawn Wilkins

**Admission:**

**Description:**  
<p>This is the Simpleview Festival event description. &nbsp;&nbsp;&nbsp;<span>This is the Simpleview Festival event description. &nbsp;&nbsp;&nbsp;</span></p>

**Email:**

**Priority:** Required  
Platinum

**Website:**

**Phone:**

When you view, edit, or add an event, you can quickly scroll to a section on the page by clicking the links of the left of the page. If you are viewing an event, the top left will display an Edit button. If you are editing an event, the top left button will say Save. *You must click the Save button before any of your changes are actually saved!*

SAVE  
CANCEL

Sections:  
Event Information  
Event Location  
Event Dates  
Image Gallery  
General

One Day Daily Weekly Monthly Yearly

Weekly Recurrence Options

Every 1 Week(s) on MONDAY, TUESDAY, WEDNESDAY

Recurrence End

No End Date

End after 0 occurrences

End on 09/30/2015

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.

SAVE  
CANCEL

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 files to add

BROWSE

As with Listings and Special Offers you can add images to your event. Adding images to an event 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.