

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

# Partner Portal Instructions Partner Collateral (Calendar of Events)

#### **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

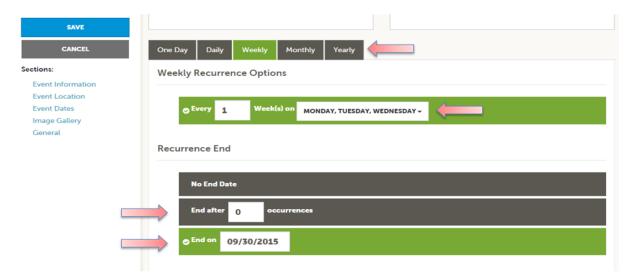
Filters (0) Anage Filters You have not added any filters. You can click the manage filters link in the top right corner or click the sicon from the grid to add filters from the available list and set a default value to use in the future.							
ADD EVENT					Page	1 of 1 🔊 Go to Page: 1 📀	
Actions	Event ID	Title	Priority	Start Date	End Date	Event Category	
1 1	57	Bossista	Gold	07/07/2015	07/07/2015	Family, Arts and Culture, Historical	
1 . 2	59	Simpleview Festival	Platinum	07/08/2015	07/08/2015	Sports, Family	
1					Page	1 of 1 🔊 Go to Page: 1 🌔	

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.

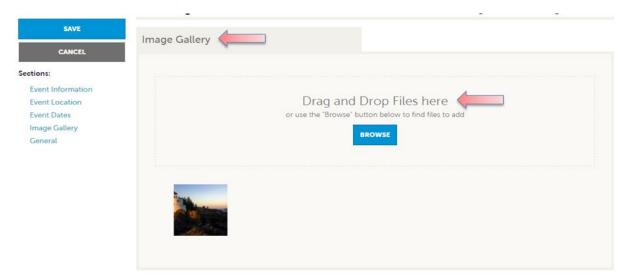
## **Update Event**

SAVE	formation			
CANCEL	Account:	Title: <required< th=""></required<>		
ections:	Simpleview Hotel and Conference Center	Simpleview Festival		
Event Information Event Location	Featured:	Contact:		
Event Dates Image Gallery	YES O NO	Shawn Wilkins •		
General	Admission:	Description:		
		>This is the Simpelview Festival event description. & hbsp; <span>This is the Simpelview</span>		
	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!* 



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.



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 and image or click the Browse button to search your computer for an image.