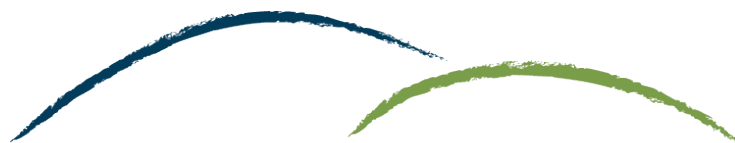


# Event Calendar Submission Instructions



VIRGINIA'S  
BLUE RIDGE®

---

VISITVBR.COM

# 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.

Want the latest on Virginia's Blue Ridge?  
Securely sign up for our FREE e-newsletter:

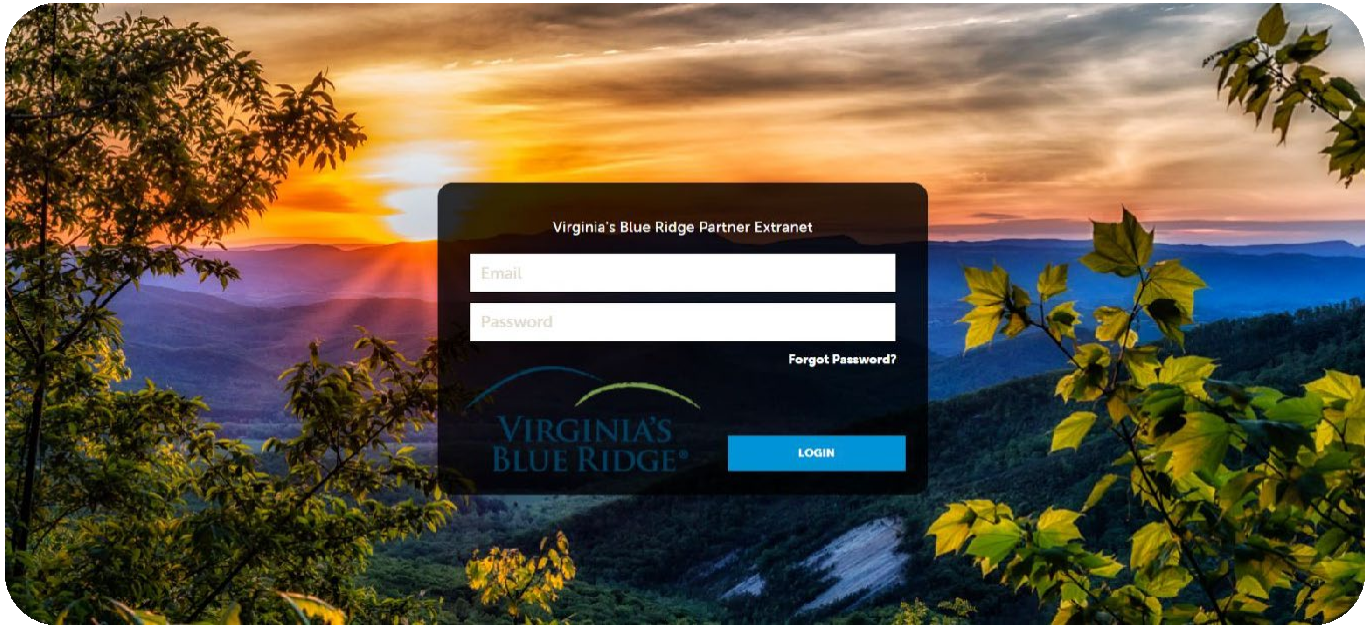
GO >

Click on “Partner Extranet” and it will direct you to the login page

Map > Sitemap > Visitor's Guide > Newsletter > About Us  
> Contact Us > Partners > Privacy Policy > Partner Extranet

Direct Link: <https://Roanoke.extranet.simpleviewcrm.com/login/>

# Login Screen

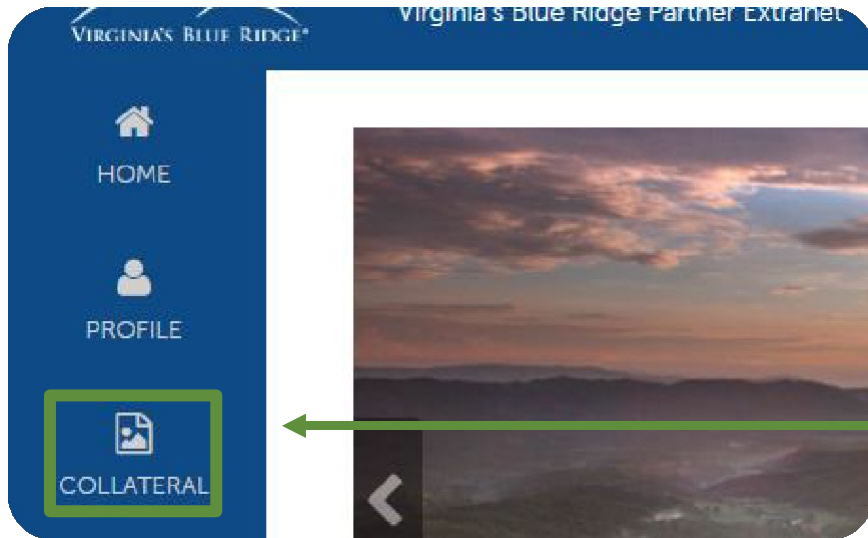


On the login screen provide your username and password to access your account.

- Username = your email address
- To request your password information, please contact Kristen Flack at [kflack@visitvbr.com](mailto:kflack@visitvbr.com)

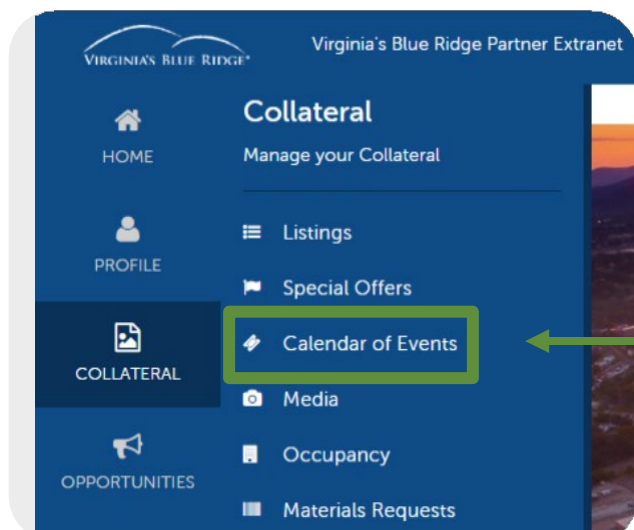
# Submit Your Event

## Step 1:



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

## Step 2:



Then click **Calendar of Events**.

# Submit Your Event

## Step 3:

Virginia's Blue Ridge Partner Extranet

### Events

**Filters (0)**

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 filter available list and set a default value to use in the future.

**ADD EVENT**

Actions	Event ID	Title	Rank
	39666	2022 USA Cycling Amateur Road National Championships - Criterium	Featured Events

To submit an entirely new event click the blue **Add Event** button. This opens the [Online Event Submission Form](#).

# Event Submission Form



## Step 4:

### 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

Contact: Required

Rachel Nunley

Description: Required

Source B I S Ix

Enter your description here! Please note hyperlinks will not display on the website

Title: Required

A Cool Event

Example: Annual Holiday Dinner at the Re

Admission: Required

\$10. Free for kids under 12

Example: \$15, \$10 for kids, Free, Donation

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

# Event Submission Form



## Step 4 Continued:

<b>Email:</b>	<b>Website:</b>
<input type="text"/>	<input type="text"/>
	<b>Phone:</b>
	<input type="text"/>
<b>Categories:</b> ◀Required	<b>Host Organization Listing:</b>
<input type="text" value="CHOOSE AMONG THE FOLLOWING..."/>	<input type="text"/>
<b>Host Organization Name:</b>	<b>Primary Category:</b> ◀Required
<input type="text"/>	<input type="text" value="--Choose One--"/>

This is a multi-select field: Choose all categories that apply to your event.

### Event Location

<b>Venue Listing:</b>	<b>Address 1:</b> ◀Required
<input type="text" value="Visit Virginia's Blue Ridge (Web)"/>	<input type="text" value="101 Shenandoah Avenue, NE"/>
<b>Address 2:</b>	<b>City:</b> ◀Required
<input type="text"/>	<input type="text" value="Roanoke"/>
<b>State/Province:</b> ◀Required	<b>Zip/Postal Code:</b> ◀Required
<input type="text" value="VA"/>	<input type="text" value="24016"/>
<b>Location:</b>	
<input type="text" value="Visit Virginia's Blue Ridge"/>	

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.

# Event Submission Form



## Step 4 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.*

Drag and Drop Files here

or use the "Browse" button below to find a file to add

BROWSE

Upload any images that would help showcase your event.

### Event Dates

Start Date: ◀Required



Times: ◀Required

Start Time:

End Time:

One Day

Daily

Weekly

Monthly

Yearly

Custom

No event recurrence, this event will occur only on the start date

Input the event time in the "Times" field. Then enter your reoccurrence. If your event dates due not fall within the Daily/Weekly/Monthly/Yearly options then you can utilize the "Custom" option.



# Submission Instructions



Then click the blue SAVE 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 Kristen Flack, at [kflack@visitvbr.com](mailto:kflack@visitvbr.com)