

[PRINT-OUT & KEEP SAFE FOR REFERENCE]



Online Events Calendar

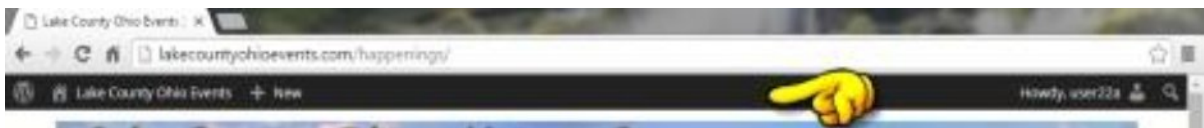
The online events calendar located at www.lakecountyohioevents.com is a "members driven" calendar application. Members of the Lake County Visitors Bureau may add their events that are open to the public.

To add an event:

- Username & password is required to login to the online events calendar application. Members of the bureau need only request login credentials by filling out and submitting the online form at www.lakevisit.com/events . Their login info will be emailed back to them to the email address provided by the member.

User: _____ Password _____

- Visit the online events calendar and scroll down. In the right side column you will see a link that says "Log In". [click]
- Submit your login information when prompted.
- You will be brought back to the calendar front page. A black border across the top will appear. This denotes that you have logged in successfully.

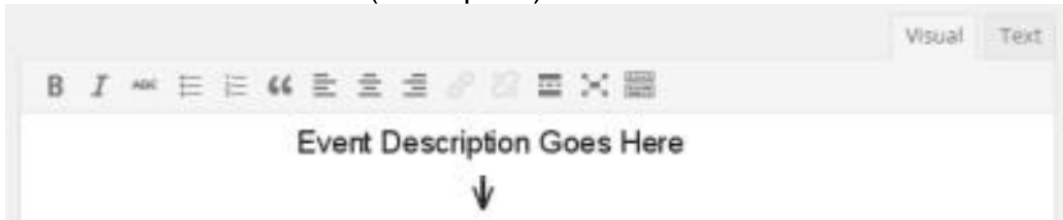


- Hover the word "New" in the border with your mouse and click "Event".
- Enter the event title.

Add New Event

Event Title Goes Here

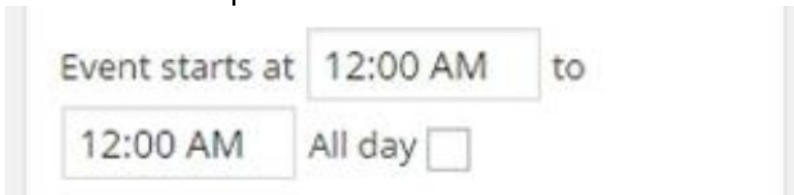
- Enter details of the event (description).



- Enter the Start date & End date. Enter the same date for "one day event"



- Enter event times.
Note: If your event spans several days with different hours then check the "All day" box. This will automatically add a note under the event title that says "**Check description for event times**". Then add the the breakdown of the times per day in the event description area.



- Select one or more applicable categories.



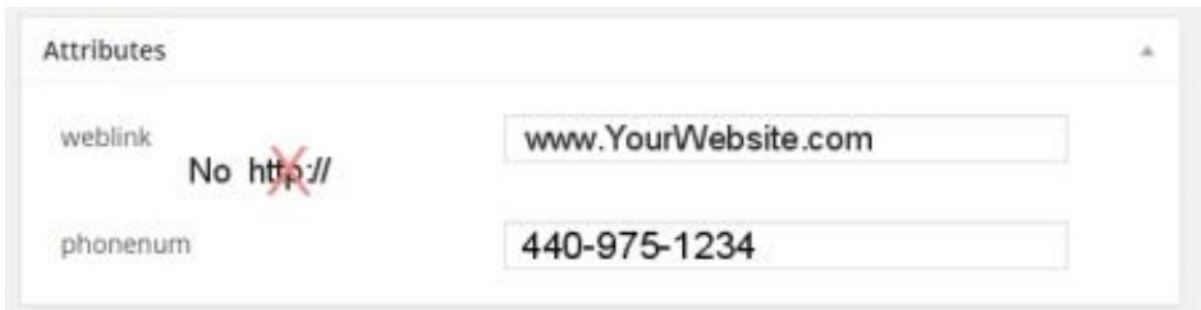
- Enter the location of the event.
Note: The Address portion must be a actual street address of the location. If proper, a Google map will automatically be added to the event listing.



continued....

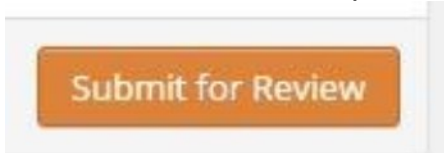
- Enter your website or facebook address & phone number.
These will may be used by visitors to obtain more information about the event.

Important note: leave off the " **http://** " in the weblink.



The image shows a form titled "Attributes" with two input fields. The first field is labeled "weblink" and contains the text "www.YourWebsite.com". To the left of this field, the text "No http://" is written with a red 'X' over the "http://" part, indicating that the protocol should be omitted. The second field is labeled "phonenum" and contains the text "440-975-1234".

- Click "Submit For Review" button in right column of page.
Note: Your event will be posted after the bureau office reviews your submission.



- To log out, in upper right hand corner of page, hover over the word "Howdy" with your mouse. Click "Log Out"



Quick notes:

You can see a list of your events by logging in and clicking "events" in the left column.
You can edit them as well in case you have additional info or details have changed.

Events automatically drop off after their ending date.

If you have any questions or need assistance you can contact the Lake County Visitors Bureau office, or email jerry@lakemetro.com (web manager).

We wish you all the greatest of success with your Lake County Events!