

AABBI WEBSITE INSTRUCTIONS: **CALENDAR OF EVENTS**

We are pleased to announce the launch of the Events section of the AABBI website. This document contains information about the Events section as well as instructions for adding and editing events. We encourage you to enter events regularly. This is an excellent tool to increase visibility of our website and promote our inns, our towns and our state to thousands of potential visitors.

As you know AABBI is directly involved with the development and maintenance of our website. We are open to feedback and suggestions about how things can be improved. Please contact Chuck Bressi at (520) 670-9022 or by email at chuck@chuckbressi.com.

To access Events, simply visit the AABBI website www.arizona-bed-breakfast.com and click on EVENTS CALENDAR.

Events List Functionality:

- Click on title to get to full info on event
- Filter by date range, city or region
- Start over/view current month
- Print from browser

Events Calendar Functionality:

- Click on title to get to full info on event
- Navigate through calendar
- Change view to week or day

To add a new event:

1. Login (click "LOGIN" on page footer) use your user id and password
2. Click on "CREATE CONTENT" on the left
3. Click on "EVENTS"
4. Enter event info (fields with * are required fields)
 - a. Title – keep it short and eye catching
 - b. Dates
 - i. From and to dates are required
 - ii. Repeating events – frequency info is required, add advanced options or exceptions by clicking on those items located just below frequency
 - c. Select appropriate region
 - d. Select appropriate city
 - e. Description
 - i. Don't get fancy, the administrator will standardize formatting anyway
 - ii. If you copy from a website or some other source, paste using the icon that looks like a clipboard w/ T (for plain text)
 - iii. Add hyperlinks to direct users to more information
 1. Hi-lite text to be hyperlinked
 2. Click on insert link icon (earth w/chain link)
 3. Link type is typically URL
 4. Protocol is typically http://
 5. Enter URL or web address of link (www.expedia.com)
 6. Click on 'TARGET' tab
 7. Select 'popup window' under 'TARGET'
 8. Check all boxes in the left column: resizable, location bar, menu bar, scroll bars
 9. Set width and height to 600 each
 10. The remaining information can be left blank
 11. Click 'OK'

- iv. Continue entering information describing the event
- f. Once all information about the event is complete, scroll to the bottom of the screen and click 'SAVE'
- g. Your event will be sent to a queue for approval...once the administrator approves it will be visible in both the events list and the events calendar
- h. Any subsequent changes made to the event, by anyone, will go through the same approval process

To edit an existing event:

1. Login (if you are not already logged in, click "LOGIN" on page footer) use your user id and password
2. Click on 'EVENT CALENDAR' tab
3. Find the event you want to edit
4. Click on the title for that event
5. Click on the 'EDIT' tab and edit the information just as you would if you were adding a new event
6. Once you have completed your edits, be sure to scroll to the bottom of the screen and click 'SAVE'

Notes:

- You will encounter several fields along the way that were not mentioned in these instructions. There is no need to worry about those fields....just ignore them.
- Please keep in mind that we are working within the parameters of the software that was used to develop our website. So, the tools you see, such as calendar item drop down lists, the words that are used to describe functions, and other things like that, are not within our control.