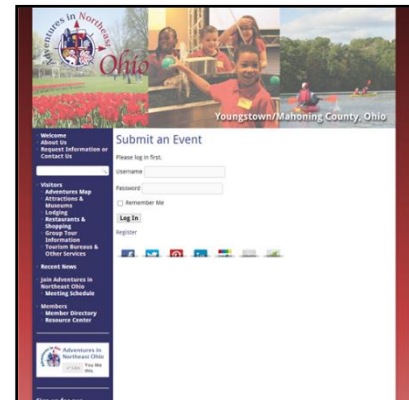## What events qualify for submission?

- Events that are organized for appeal to travelers across the region and not just residents in the event's immediate area.

- Prominent events marketed regionally or nationwide.

- Events open to the general public.

Note: Chambers of Commerce and Tourism Bureaus are welcome to submit all prominent events that they feel have a wide appeal to travelers, regardless of the Adventures membership status of the organizer/venue; please coordinate event submissions with other Adventures members in your area to avoid duplication and possible delay in posting.

Setup User Account

1. *Go to "Submit An Event" in Members menu along left sidebar to access log-in screen.*

2. *Click "Register"*

3. *Enter preferred username and email address and click "Register" button. An email will be sent to the email address given with username and password. Don't worry, password can be changed later. (You should receive an email almost immediately. If you do not, check your Spam folder. If you still have not received an email, the Adventures Administrative Assistant can set a password for you manually.)*

Submitting Events

1. *Go to "Submit An Event" in Members menu along left sidebar to access log-in screen.*

2. *Enter username and password given in email when account was setup.*

3. *You will see an events submission form. Fill this out with as much detail as possible.*
   - *A couple of notes:*
     - *On the Event Description, keep the "Visual" tab active on the window, unless you want to add HTML tags to your information.*
     - *You may select as many categories that apply to the event.*
     - *You may upload an image to accompany the listing, but is optional. Note: If you wish to upload an image, only JPG, GIF, and PNG formats are accepted. Also resize the image to 150 pixels wide if possible. This will help the image look its best on the event pages.*
     - *When filling out the venue (location) information, if the venue does not have a phone number (i.e. public park), enter the event organizer's phone number instead.*
     - *For cost, if the event is "Free", enter a zero in that field. Leaving the cost field blank, will remove the cost field completely from your event's detail page.*

4. *When event information is complete, click "Submit Event" button at bottom of page. This will alert the Adventures Administrative Assistant to log-in to the backend of the website and review the event information. Once the information is approved, your event now appears on the calendar!*

5. *If at any time you need to review the events you have submitted, you can select the "Review My Events" option from the Members menu in the left sidebar of the website, or while on the event submission page, you can select the "My Events" button. Events can be edited or deleted by you at any time.*

Changing Your Password

1. *Visit http://www.adventuresinnortheastohio.com/site/wp-login.php to access the backend log-in screen or click the link that appeared in the email when setting up your user account. If you have lost your password, you can click on the "Lost your password?" link to have a new password emailed to you. Keep your log-in information in a safe place.*

2. *The backend dashboard will appear and your current profile information will be showing on the screen. Note: Information that appears on your profile does not appear on the website, so other than username, nickname, and password, nothing else need to be completed.*

3. *Scroll down to see area to set new password. When setting a new password, keep the following in mind:*
   - *The password must be:*
      - *At least 10 characters long and contain upper and lower case letters (except languages that only have one case) plus numbers and punctuation, or*
      - *At least 20 characters long.*
      - *The password cannot contain words related to you or this website.*