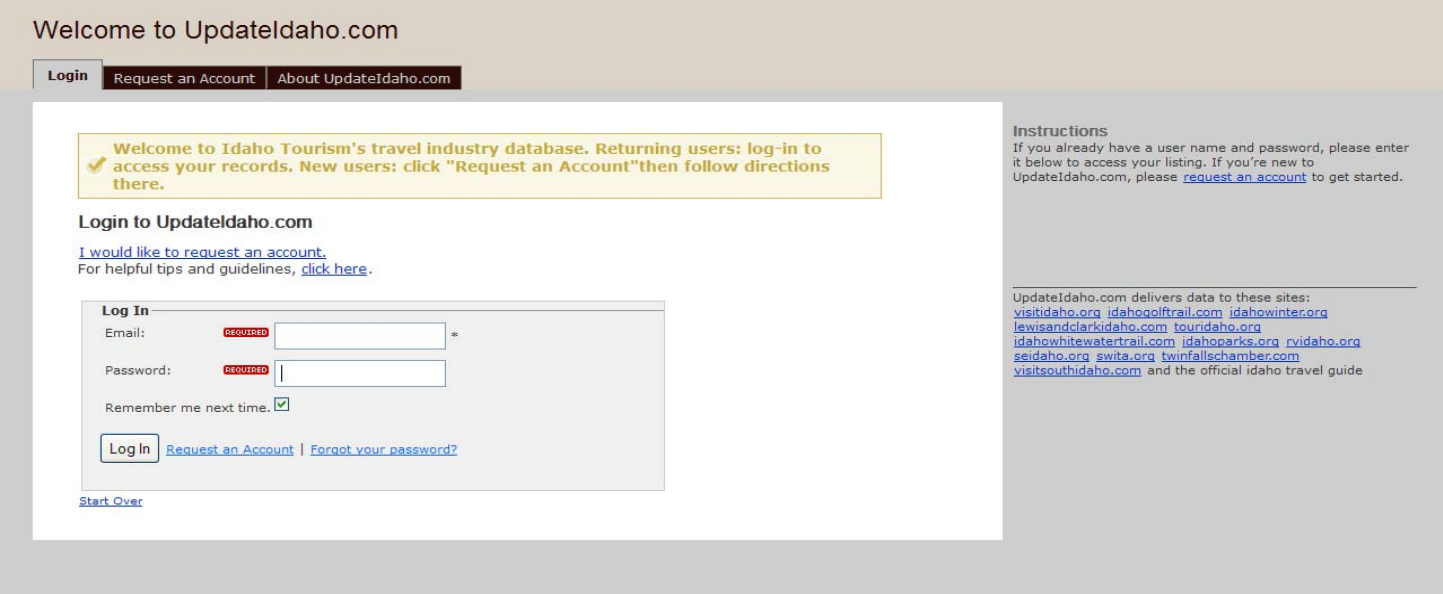
Instructions for posting activities in the Visitidaho.org calendar

Note: Items entered in the Visitidaho.org calendar will appear in that calendar and will also automatically appear in the Idaho 150 attractions and events calendars on the Idaho 150 section of the Idaho State Historical Society website.

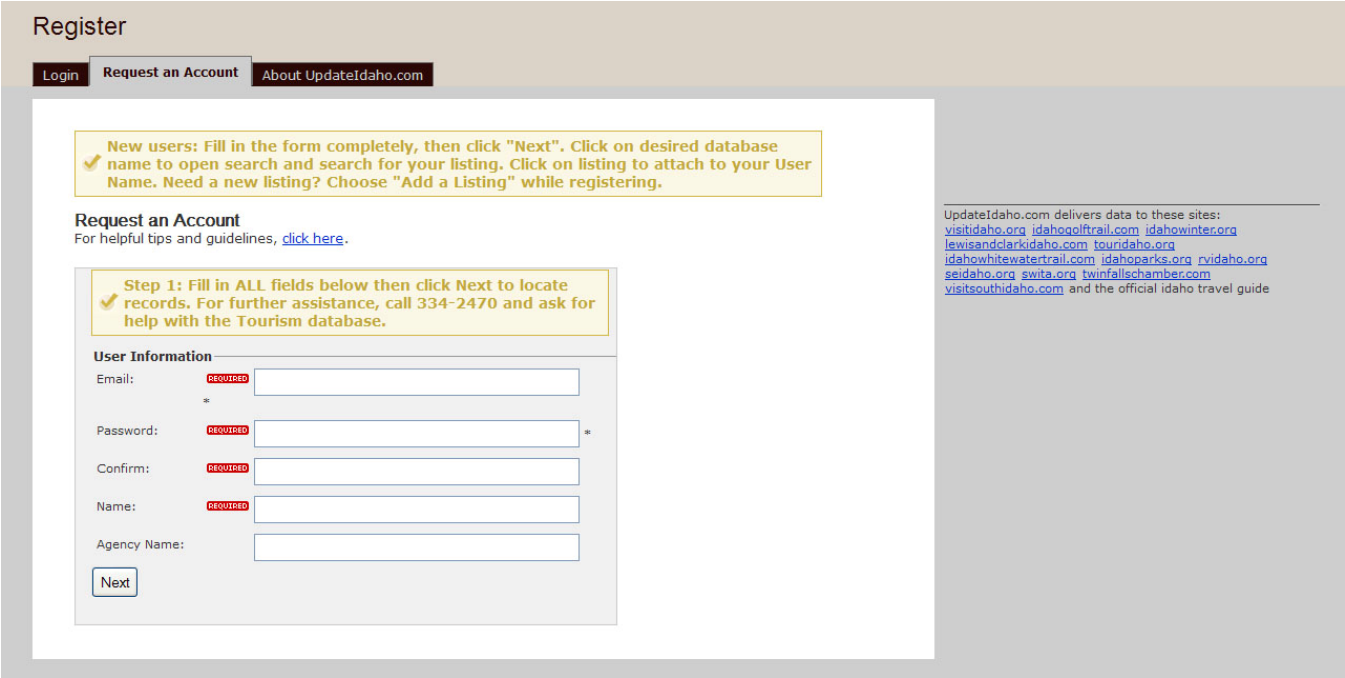
(http://www.history.idaho.gov/historical_150_attractions)
(http://www.history.idaho.gov/historical_150_events)

To Set Up a New Account

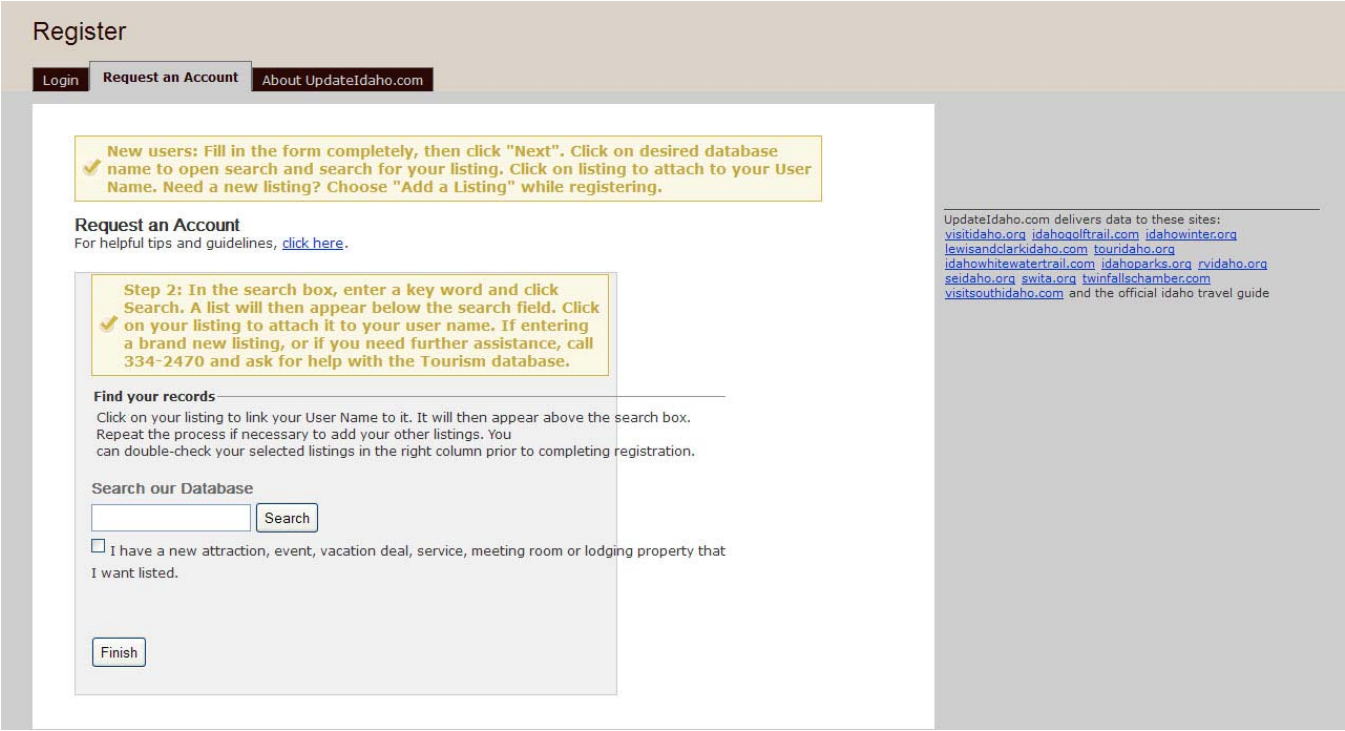
Go to www.updateIdaho.com and bookmark the page:



Click on the "Request an Account" tab and fill out the form:



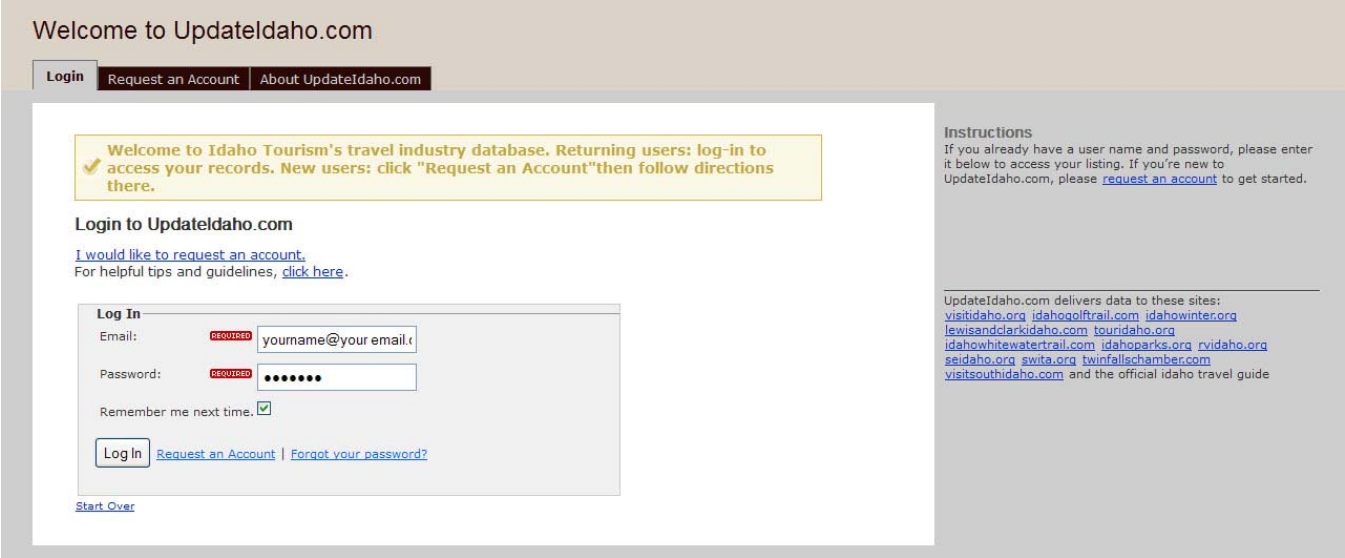
Click on “Next” to land on this page:



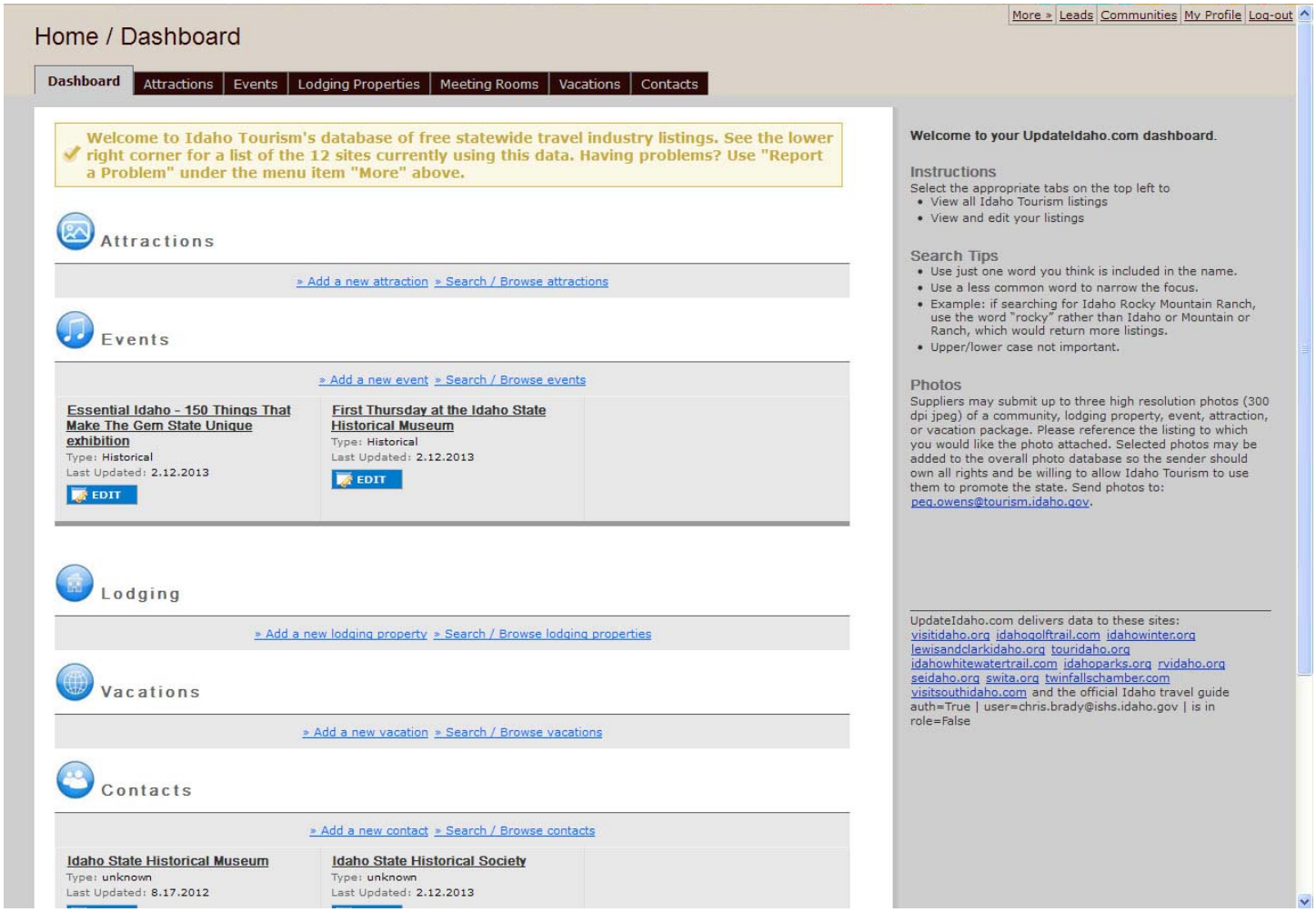
You do NOT need to “Search our Database” or enter anything in the white box. Simply click on “Finish.”

To Log In to an Existing Account and Enter an Event

Go to www.updateIdaho.com and enter your email address and password. Click on "Log In."

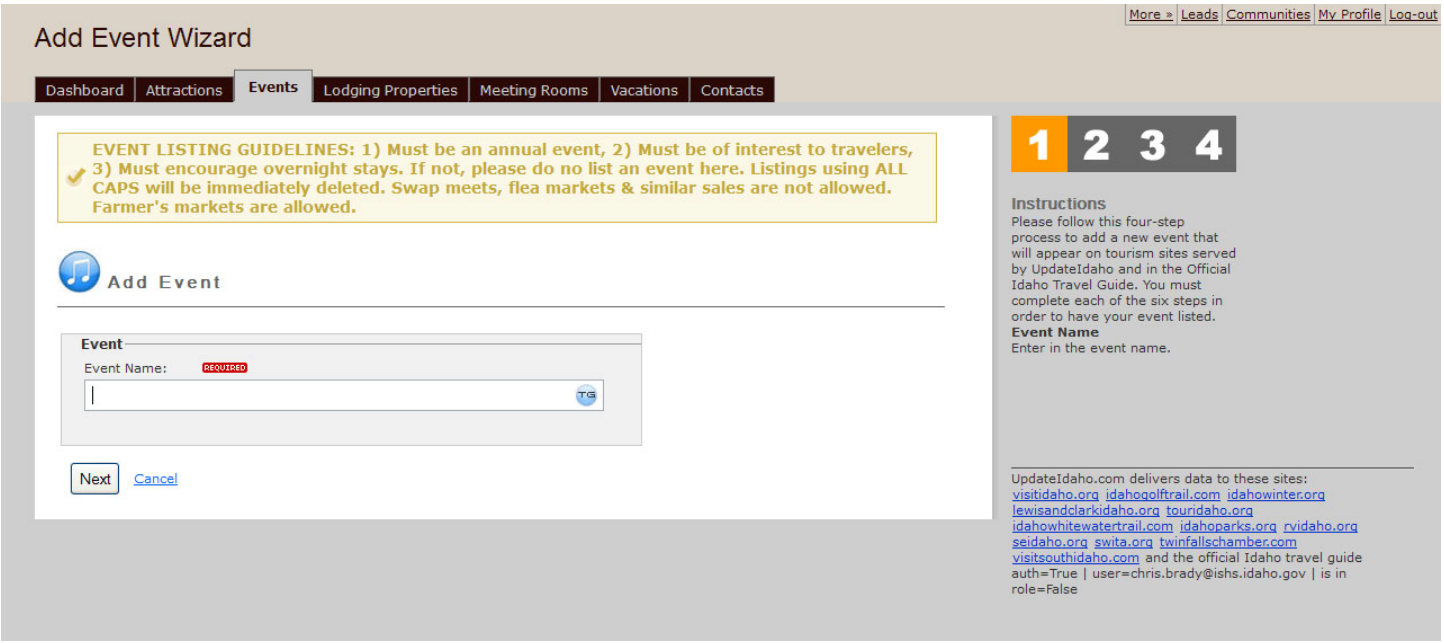


You will then see this page: (Note--The events you list will appear beneath each category when you log back in to this page, just as you see the two Idaho State Historical Society events that appear here. You can also edit your existing events from this page.)



You will choose either “Attractions” or “Events” to begin the listing process. If you are uncertain about which category to place your item, *feel free to enter the item in each category*.

Click on either link: “Add a new event” or “Add a new attraction.” (“Event” is shown in the following examples of screen shots.)



Enter the name of your event, and click “Next.”

More » | Leads | Communities | My Profile | Log-out

Add Event Wizard

Dashboard | Attractions | Events | Lodging Properties | Meeting Rooms | Vacations | Contacts

EVENT LISTING GUIDELINES: 1) Must be an annual event, 2) Must be of interest to travelers, 3) Must encourage overnight stays. If not, please do no list an event here. Listings using ALL CAPS will be immediately deleted. Swap meets, flea markets & similar sales are not allowed. Farmer's markets are allowed.

Add Event

Schedule:

REQUIRED
Start Date: (mm/dd/yyyy)

REQUIRED
End Date: (mm/dd/yyyy)

Event Details

Description:

Check for typos before saving.
1200 Characters Max. **(1200 remaining.)**

Short Description:

200 Characters Max. **(200 remaining.)**

Web:

Social Media Links

Link #1 -select one- Url:
Link #2 -select one- Url:
Link #3 -select one- Url:
Link #4 -select one- Url:

Cover Charge:

Estimated Attendance:

Booth Entry Fee:

Options

- ☐ Children and Nature Network
- ☐ Get Territorial Idaho at 150
- ☐ Volunteers Needed

Event Type:

Primary Type:
REQUIRED

- ○ Community
- ○ Historical
- ○ Winter Celebrations
- ○ Arts & Culture
- ○ Rodeos
- ○ Lewis & Clark
- ○ Fairs & Festivals
- ○ Sporting
- ○ Culinary
- ○ Film Festivals

You may also select up to 3 other types of events that this event will be listed under.

-select one-
-select one-
-select one-

Previous | Next | Cancel

1 2 3 4

Instructions

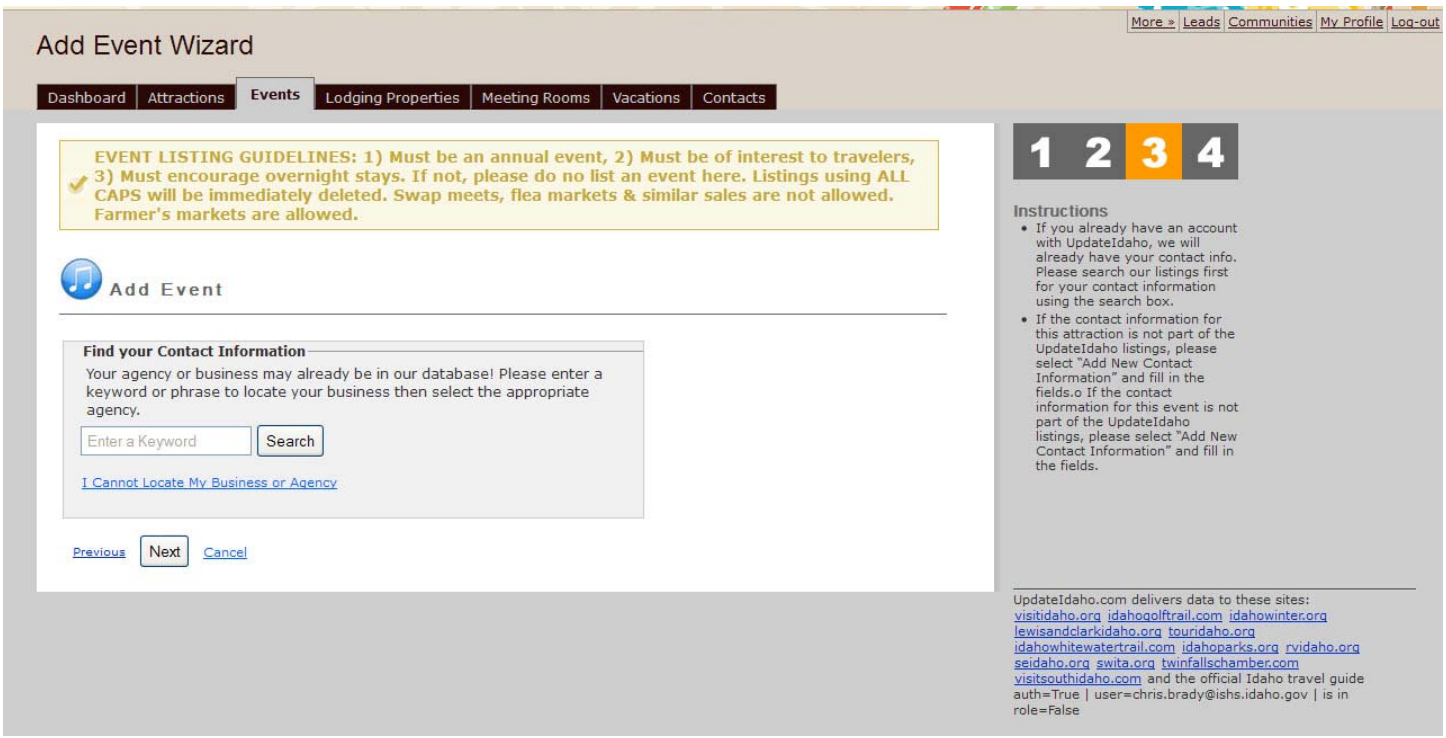
- Enter the start and end dates for the event.
- Date format is mm/dd/yyyy. For example, January 1, 2007 would be entered as 01/07/2007.
- Start and end dates for your event are required.
- Please write a detailed description of the event not to exceed the space provided. This long-format description will appear in detail records on websites served by UpdateIdaho.
- Next, please provide a short, 1-2 sentence description of the event, an overview providing only the basic facts.
- Does the event have a dedicated web site? If so, please enter it in the space provided.
- Please also enter any cover charge/entry fee information, and any fees for booth space (if applicable), as well as an estimated attendance.
- Select a primary type of event.
- Select secondary types of events, if needed. (If your event can be described several ways, you may select up to three other secondary types below.)

UpdateIdaho.com delivers data to these sites:
visitidaho.org idahogolftrail.com idahowinter.org lewisandclarkidaho.org touridaho.org idahowhitewatertrail.com idahoparks.org rvidaho.org seidaho.org swita.org twinfallschamber.com visitsouthidaho.com and the official Idaho travel guide
auth=True | user=chris.brady@ishs.idaho.gov | is in role=False

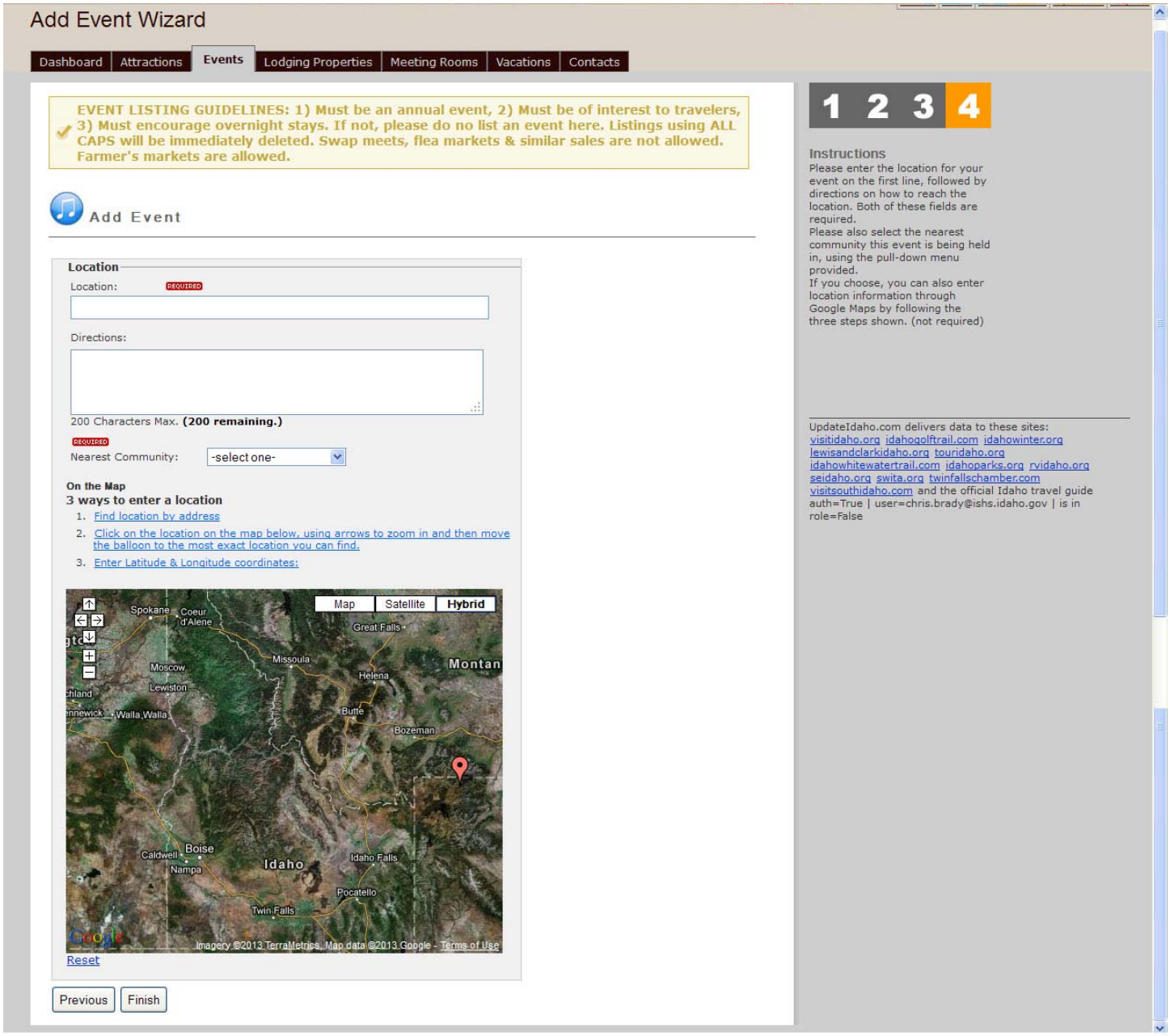
Fill out all applicable fields, and <u>be sure to check the box for "Get Territorial Idaho at 150"</u> under the "Options" section. Once you check that box, a drop-down menu of event types will appear for your selection:

You will then select one Primary type for the event, and you may still choose up to three additional event types, if needed.

Click on "Next" to be taken to this screen:



Enter your organization's name and then select it from the resulting list. Click on "Next" to be taken to the screen for inputting event location data:



Enter the location. (Using the name of the building or park instead of the street address is OK in this field.)

Click on “Find location by address” and enter the street address of the location in the box that appears, then click on “Lookup location by address” and watch the location pinpoint appear on the map.

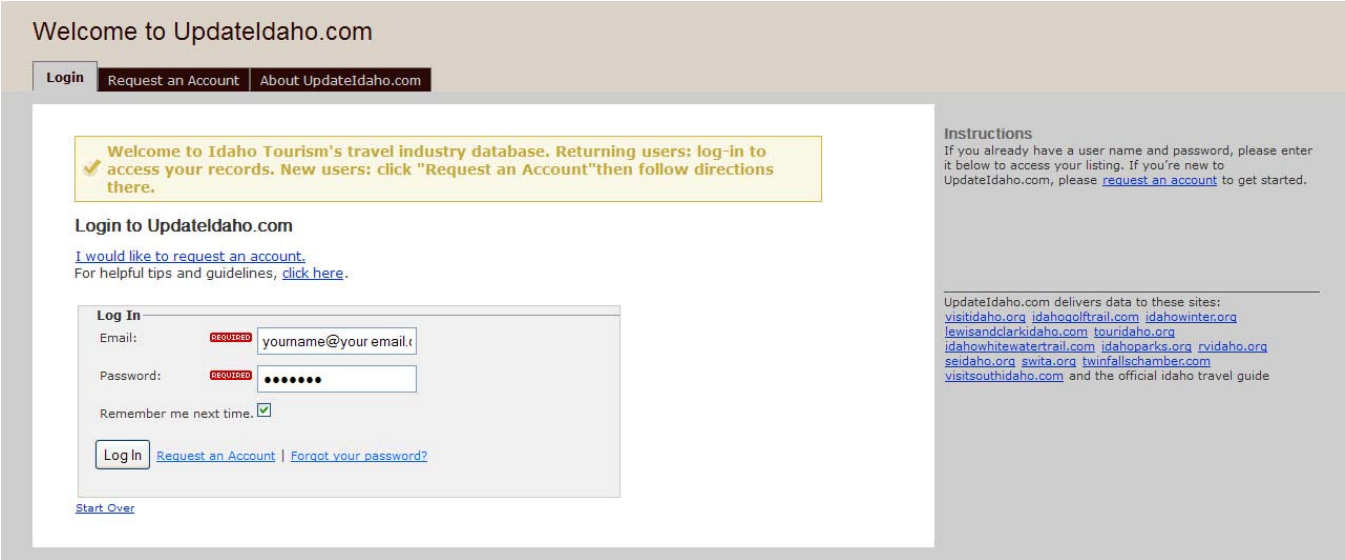
Click on “Finish.”

Review the contact information that appears in the column to the right, and edit if needed.

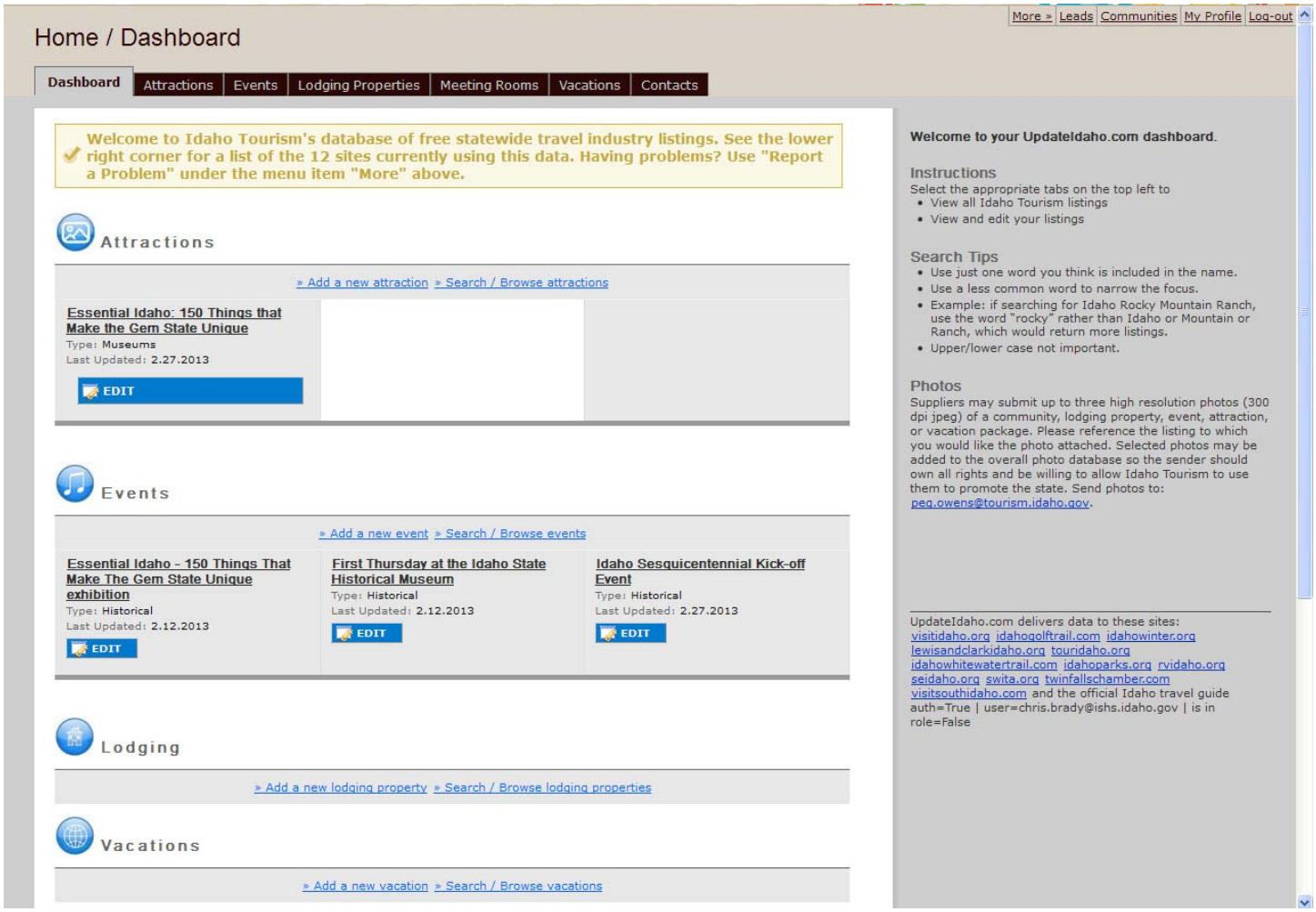
Logout of the system (upper right-hand corner of screen).

To Log In to an Existing Account and Enter an Attraction

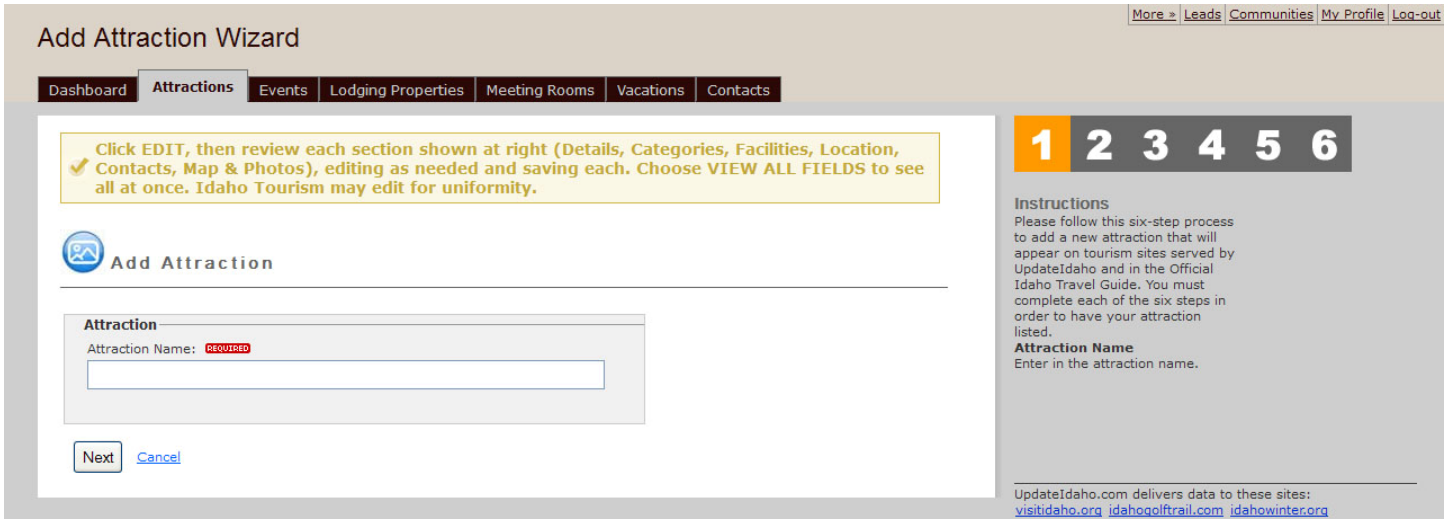
Go to www.updateIdaho.com and enter your email address and password. Click on "Log In."



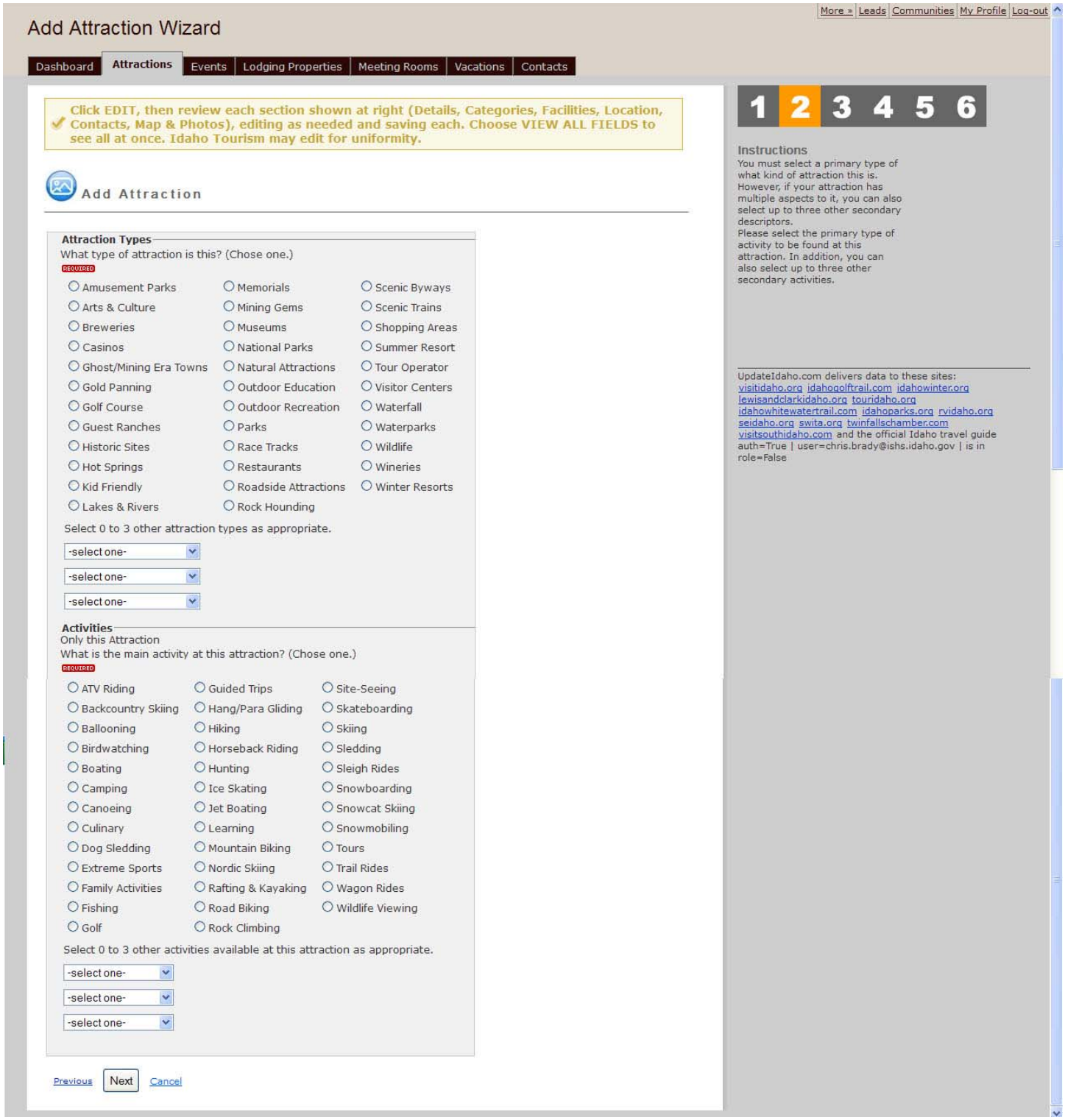
You will then see this page: (Note--The attractions you list will appear beneath each category when you log back in to this page, just as you see the Idaho State Historical Society events that appear here. You can also edit your existing attractions from this page.)



Click on "Add a new attraction"



Enter the name of the attraction, and click "Next."



Select the main attraction type, and up to an additional 3 other types.

Select the main activity type, and up to an additional 3 other types.

Click on “Next.”

More » Leads Communities My Profile Log-out

Add Attraction Wizard

Dashboard | Attractions | Events | Lodging Properties | Meeting Rooms | Vacations | Contacts

Click EDIT, then review each section shown at right (Details, Categories, Facilities, Location, Contacts, Map & Photos), editing as needed and saving each. Choose VIEW ALL FIELDS to see all at once. Idaho Tourism may edit for uniformity.

Add Attraction

Attraction Details

Website Address:

Social Media Links

Link #1 -select one- Url:

Link #2 -select one- Url:

Link #3 -select one- Url:

Link #4 -select one- Url:

Hours:

255 Characters Max. **(255 remaining.)**

Fees:

255 Characters Max. **(255 remaining.)**

Short Description: REQUIRED

200 Characters Max. **(200 remaining.)**

Description: REQUIRED

Check for typos before saving.
1200 Characters Max. **(1200 remaining.)**

Season

- All Year
- Summer
- Fall
- Winter
- Spring

Options

- Get Territorial Idaho at 150
- Volunteers Needed

Previous | Next | Cancel

1 2 3 4 5 6

Instructions

Website
Does the attraction have a dedicated web site? If so, please enter it in the space provided.

Hours
Enter the hours your attraction is open. (Seasonal information is below.)

Fees
Enter any entry fees charged. (i.e. Adults, $5; Children & Seniors, $2)

Short Description
Next, please provide a short, 1-2 sentence description of the attraction, an overview providing only the basic facts.

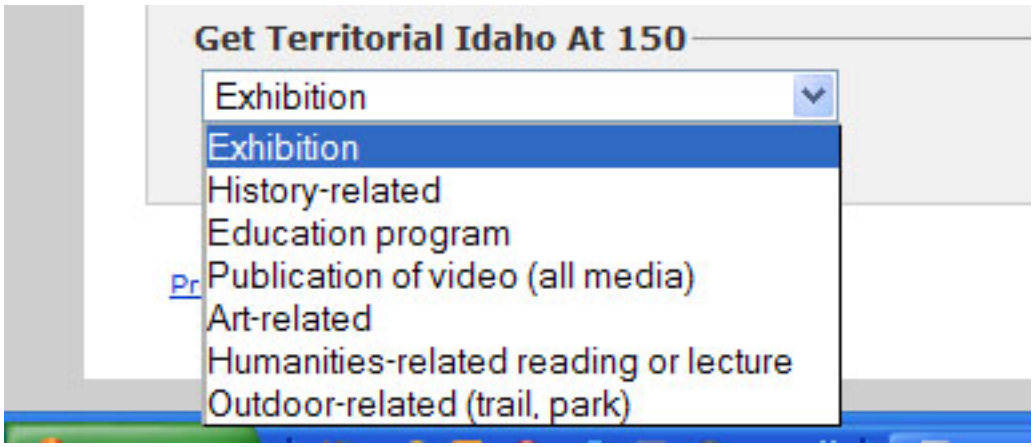
Description
Please write a longer description of the attraction not to exceed the space provided. This long-format description will appear in detail records on websites served by UpdateIdaho.

Season
Please indicate if this attraction is only open during specific seasons, year-round, or other.

UpdateIdaho.com delivers data to these sites: visitidaho.org idahogolftrail.com idahowinter.org lewisandclarkidaho.org touridaho.org idahowhitewatertrail.com idahoparks.org rvidaho.org seidaho.org swita.org twinfallschamber.com visitsouthidaho.com and the official Idaho travel guide
auth=True | user=chris.brady@ishs.idaho.gov | is in role=False

Enter the website address for the attraction, along with any social media links.

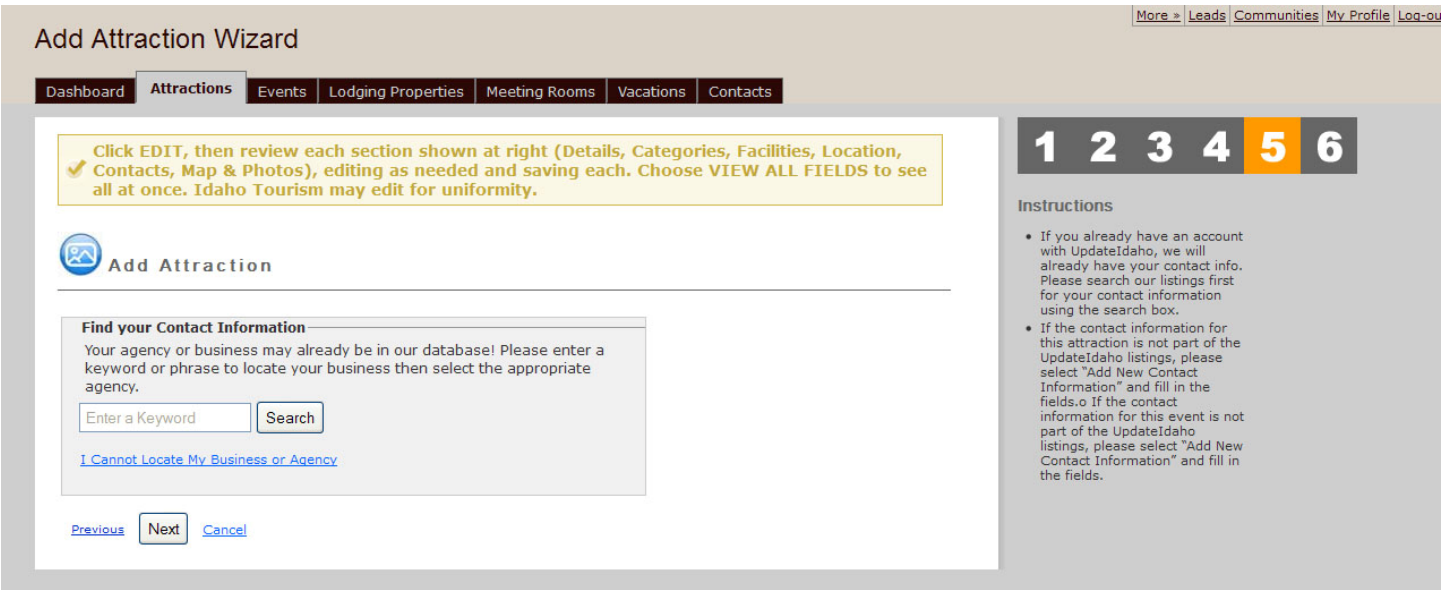
Enter hours, fees, a short description, and a longer description, the season(s), and be sure to check “Get Territorial Idaho at 150.” Once that box is checked, a drop-down menu appears for you to select the main type of attraction. (One choice, only.)



Click “Next.”

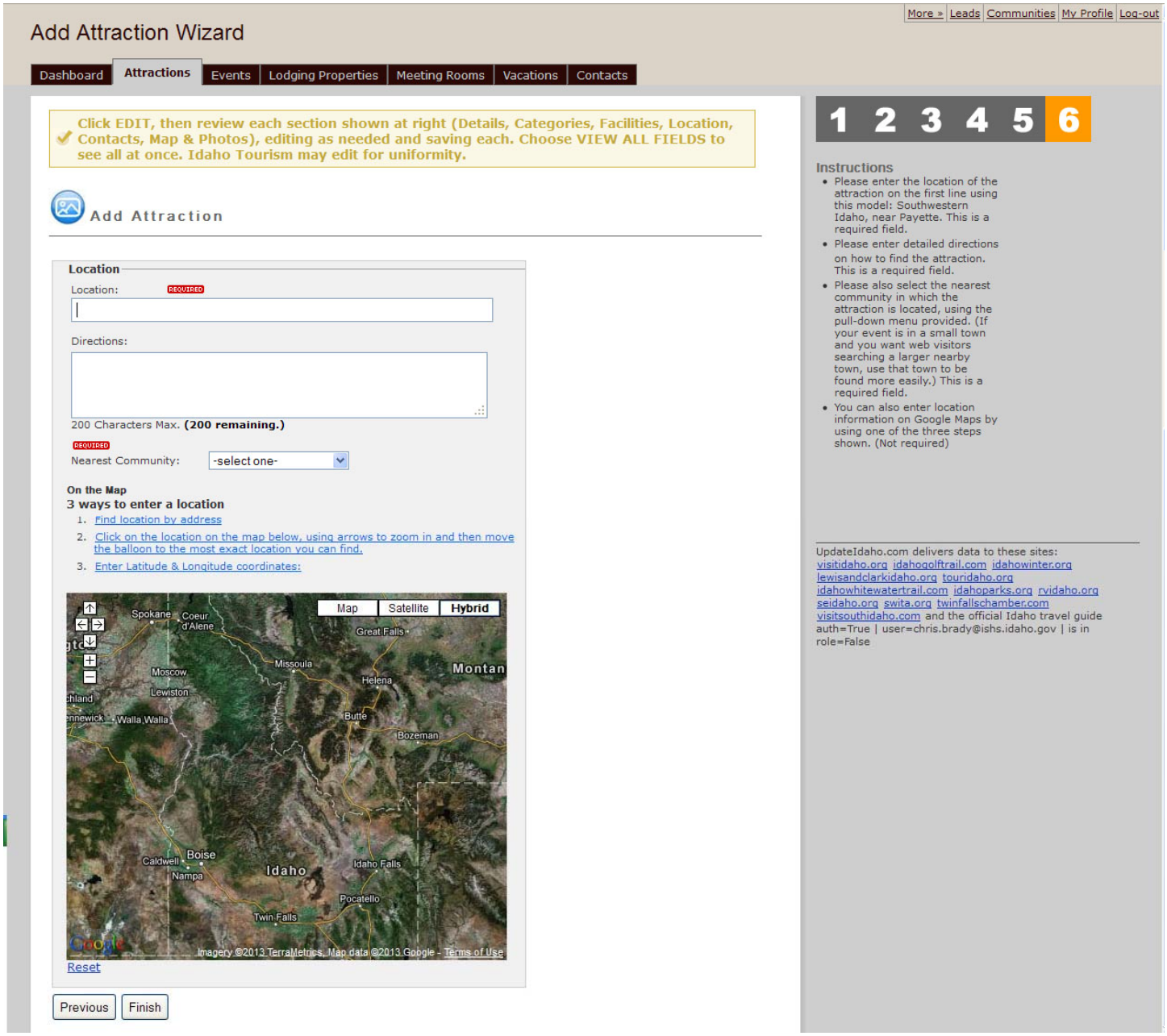
Select the visitor facilities present at this location.

Click “Next.”



Search for your organizations contact information, or, if it does not yet exist, click on “I cannot locate my business or agency” and enter new data.

Click on “Next.”



Enter the location. (Using the name of the building or park instead of the street address is OK in this field.)

Click on “Find location by address” and enter the street address of the location in the box that appears, then click on “Lookup location by address” and watch the location pinpoint appear on the map.

Click on “Finish.”

Review the contact information that appears in the column to the right, and edit if needed.

Logout of the system (upper right-hand corner of screen).