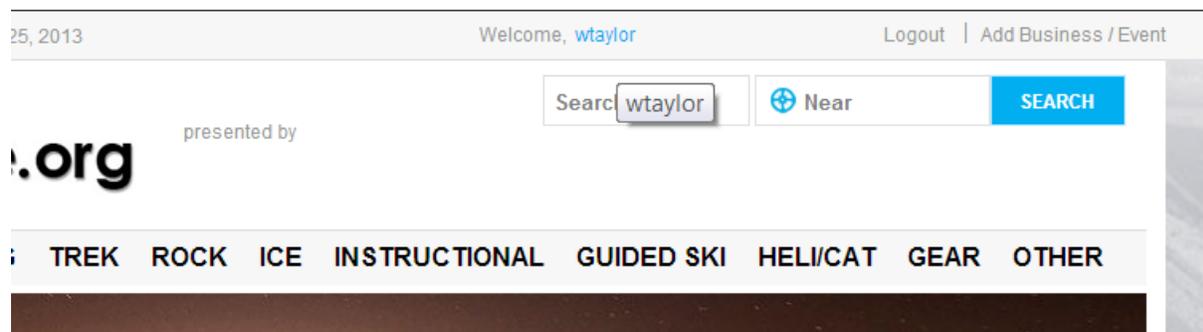




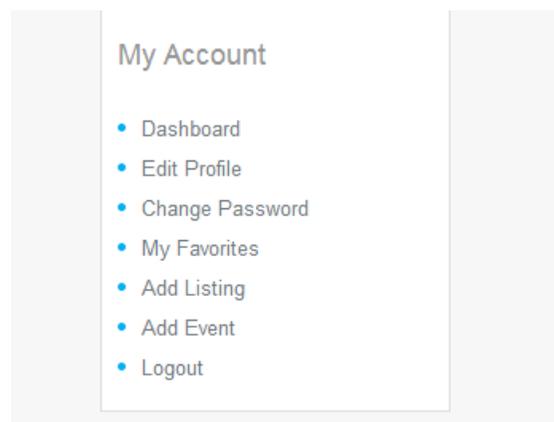
Posting an EVENT (trek, expedition, course, class, etc.):

Events are the heartbeat of our site and the direct link between you and many potential clients perusing this site. The more trips you have on this site the more business you are likely to procure. We've tried to make the event posting process amazingly short and simple. Once you've listed an event our CLONE feature means you'll never have to post it again.

1) Login via the mainpage with your email address and password. You know you are logged in when your name is displayed after "welcome" in the top grey toolbar.



2) At the bottom (footer) of any page (when you are logged in) locate the **My Account** box on the bottom left. The second to last option is **ADD EVENT**. Click that link.



3) This will bring you to the select event page. The **Add Event** and **Select Package** radio buttons must be clicked. There is only one package type to select. Click that radio button. When you click that button, the full **Add Event** page opens up.

Add Event

• Indicates mandatory fields

Select Listing Type

Select Type Add Listing Add Event

Select Package

Select Package Type Events Package : Events are listed until they begin. Past events can be found on your author page. (0.00 USD)

Click these two radio buttons to open the full Add Event page.

4) Here we go.

Click **YES** in the **Event Owner** radio button. Now **Title** the Event.

Place your business name in the title.

Wilderness First Responder w/ Northwest Mountain Guides

or

Everest Basecamp Trek w/ Adventure Consultants

Link your business from the dropdown box. **DO NOT** "FILL IN BUSINESS DETAILS".

In the **Address Box** put either the mountain, park, starting point for the event. This will map the event on the site. This address will show in the posting (Mt. Everest , Nepal or Mt. Rainier, WA. or Mont Blanc, Switzerland). Most major mountains, parks and of course cities are recognized. You can get detailed by drilling in and moving the pointer on the map to the location or entering the Lat/Lon.

Enter Event Details

Event Owner/Associate? Yes No

Event Title

Link Business

FILL IN BUSINESS DETAILS

Address

Please enter complete listing address. eg. : 230 Vine Street And locations throughout Old City, Philadelphia, PA 19106

SET ADDRESS ON MAP



5) **Choose Satellite** View for the map.

- Place the **Event Start and End Dates** in the boxes (click in the box and a calendar will pop-up).

- **Event Description** - This will show only about 95 characters in your event listing before..... appears.

You may opt **not** to enter a descriptive and just use the Event title.

- **Website** - Place the URL to the page on your site describing this event. We send the visitors to YOUR SITE for details about the trip/trek/class/event.

Google Map View Default Map Satellite Map Hybrid Map

Event Start Date 
Enter Event Start Date. eg. : 2013-05-25

Event End Date 
Enter Event End Date. eg. : 2013-05-25

Event Description *
Note : Basic HTML tags are NOT allowed

Website
Enter website URL. eg. : http://myplace.com

Fill in start finish date, very short descriptive (this is optional) and the link to the event info page on your website.



Mera Peak Climbing-19 Days w/ Himalayan
Date : Oct 16, 2013 - Nov 3, 2013
Mera Peak (6,461m/ 21,190 ft) is an exciting, scenically stunning mountain becoming popular

[read more](#)

Your event Listing will only display the first few words of your descriptive. All links go to the event page on YOUR WEBSITE.

6) Choose the event category:

Category *

- Basejumping
- Canyoneering
- Guided Skiing
- Heli-Cat Skiing
- Ice Climbing
- Instructional
- Kayak/Raft/Canoe
- Mountain Biking
- Mountaineering
- Paragliding
- Rock Climbing
- Trekking

Select event category from here. Select atleast one category

7) Choose **Country**. **Venue** is popular peaks. If it is a peak (climb or trek) choose a venue option. Add a single image (approx 200x150 landscape). It will try and auto fit. Type in the Captcha verification (no spaces). Submit and Submit again on the check page.....DONE !

Country

Choose a Country

Select the country where the event takes place

State

Alabama

If in the US, choose a state

Venues

Other

Venue

Add Images : (You can upload more than one images to create image gallery on detail page)

(You can upload 1 image with this package)

Select Images

Select Files

Maximum displayed image size is 245x160

Captcha Verification

Word Verification



Submit Your Listing

Now here's the amazing part. After you've entered an event. Click on your name (after welcome in the top grey toolbar) at the top of the page. You'll be sent to your "Created Page" which displays your business page on the site and all the events you've created.

Click on the **Events** tab. All of your posted events will be displayed. Past and Upcoming. You have the option to edit, delete or clone an event. The "Listings" tab is your business page.

So....if you do a trek or Aconcagua climb, Rock 101 course, yurt trip, any event, multiple times in a season...just hit the clone button...it will open that event....change the start and end date..save it and you have another trip in the search engine. If you put your fall 2013 trips up and you know the 2014 dates..just clone them and have all your 2014 events in with one click of the mouse.

The screenshot shows a user interface for managing events. At the top, there are three tabs: 'Events', 'Past', and 'Upcoming'. Below the tabs, there are three event listings. Each listing consists of a square image on the left, followed by the event title, date range, and location. To the right of each listing are two buttons: 'EDIT | DELETE' and a blue 'Clone Event' button.

Image	Event Title	Date	Location	Buttons
	Everest Circuit Trek w/ Trek Climb Ski	May 3, 2014 - May 24, 2014	Mt. Everest, Nepal	EDIT DELETE Clone Event
	Everest Circuit Trek w/ Trek Climb Ski	Apr 19, 2014 - May 10, 2014	Mt. Everest, Nepal	EDIT DELETE Clone Event
	Climb Lhotse w/ Adventure Consultants	Apr 8, 2014 - Jun 2, 2014	Lhotse, Nepal	EDIT DELETE Clone Event

The Everest Circuit Trek above was duplicated at the second date with the CLONE feature with the click of a mouse.

Once you've entered your core season trips, you should **never have to enter them again**. Just clone them each year from this page. If you stop doing an event, delete it (or just leave it on your "Created Page" in case you might do it again). If the trip is altered in any way edit the old one.

After you enter a season of trips your events on mtnguide.org are pretty much on auto pilot. Just change the dates each year. That's it !

We will help in any way. Remember we used to code every trip in HTML for you. Call or email us if you need any help. We think an entire season could be knocked out by most of you in a single day with an intern. The clone feature is that powerful.

Call (512) 261-5121 or email info@mtnguide.org with ANY questions.