**EXPLORE ASHEVILLE** | POWERED BY
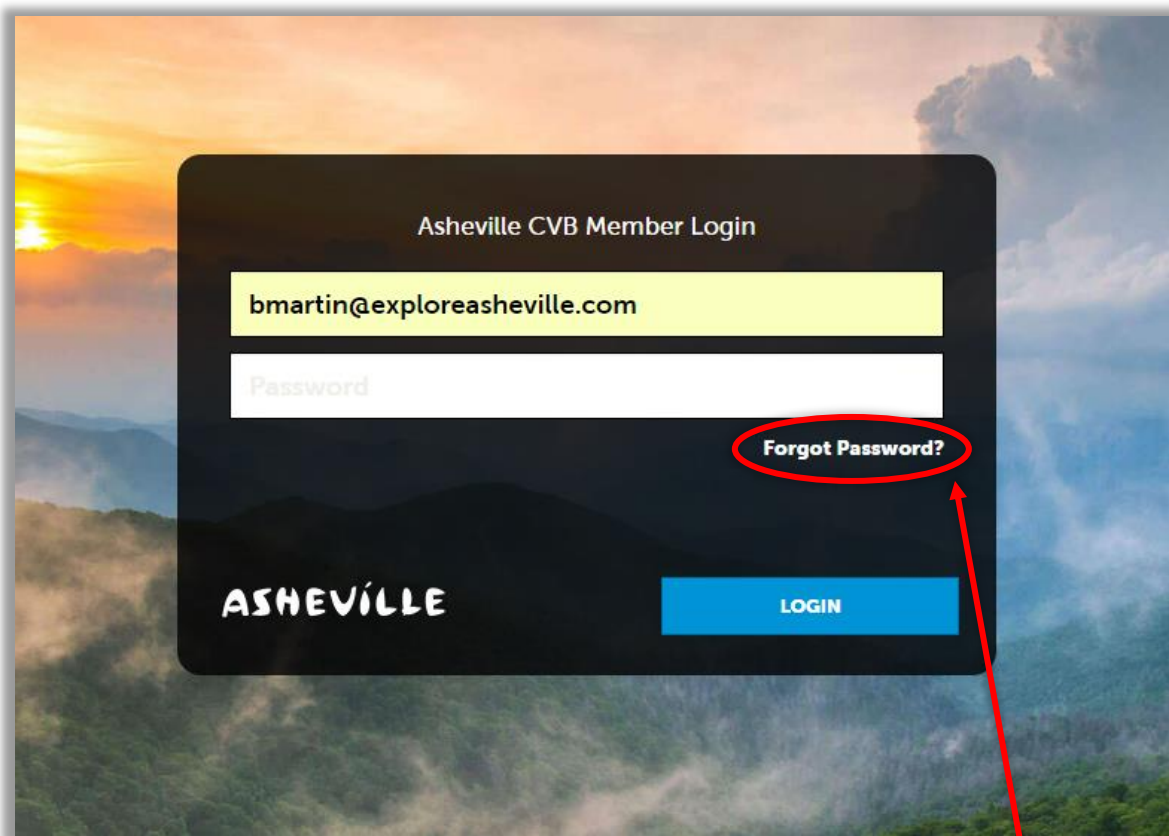**Buncombe County Tourism Development Authority**

# How To Add Calendar Events
## to ExploreAsheville.com and the Explore Asheville App

### STEP 1

Go to the login screen, found at www.ExploreAsheville.com/Partners *(we recommend bookmarking this site for easy access in the future)*
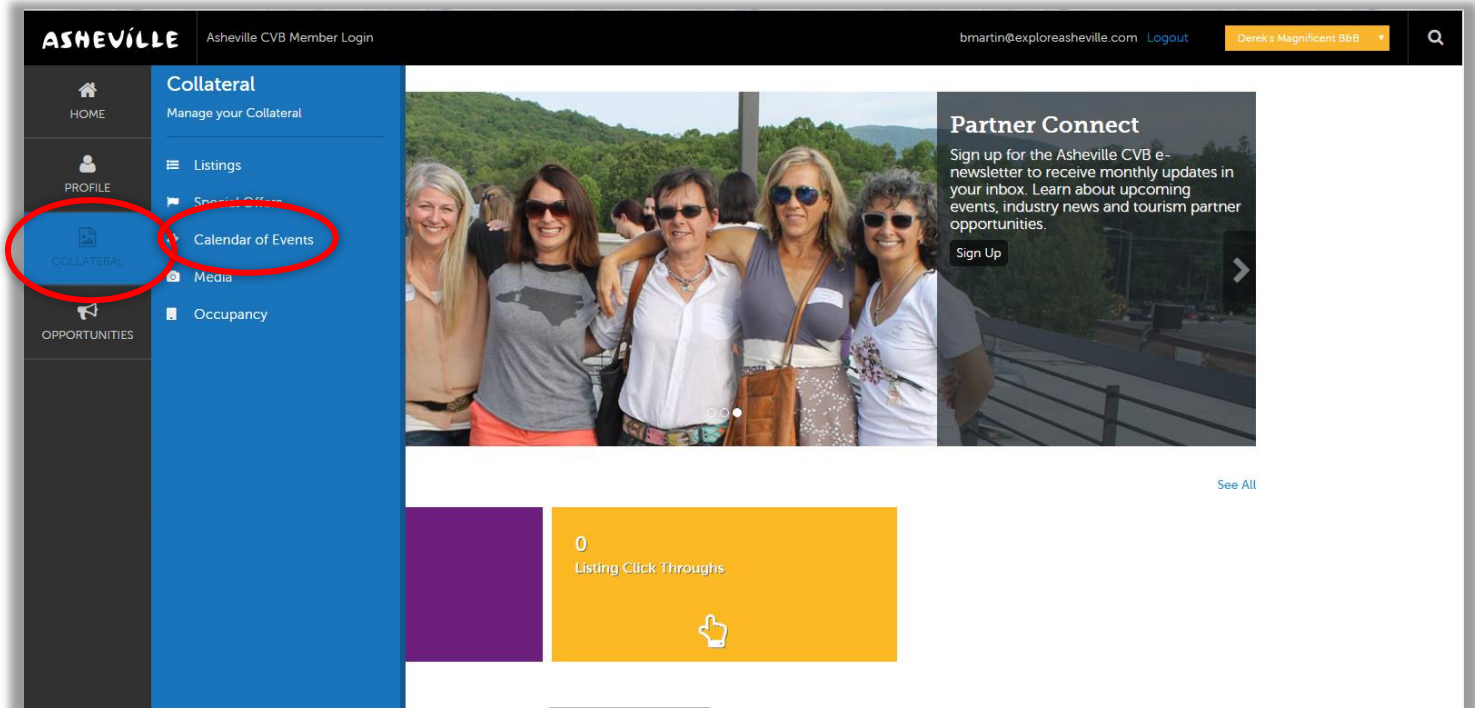


### STEP 2

Enter your username and password to login.

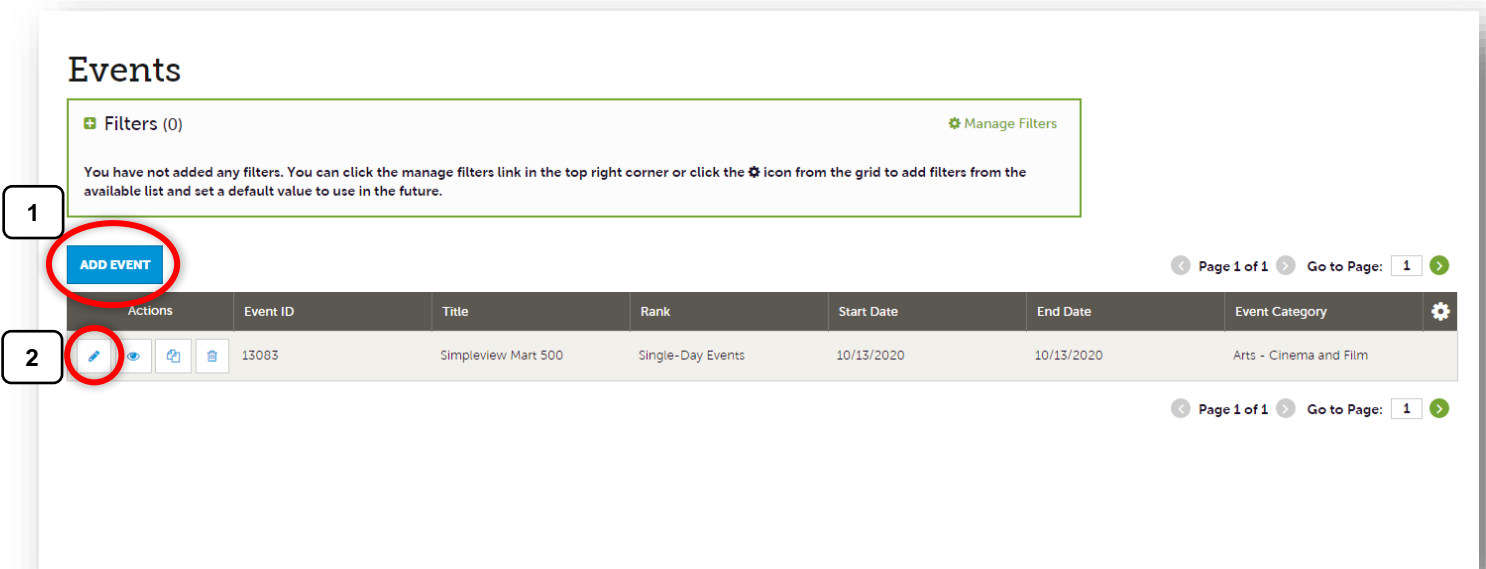Hint: Your username is your email address. If you forget your password click here

## STEP 3

Click COLLATERAL in the left-hand navigation menu. Then click Calendar of Events in the blue sub-navigation menu.



## STEP 4

1. To submit a new event click ADD EVENT.

2. To edit an existing event click the  pencil icon next to the event you wish to edit.

## STEP 5

Whether you are adding a new event or editing an existing event, make sure ALL required fields are filled out, then click SAVE in the top left-hand corner.



✓ Please note: Your changes will not automatically be visible on your listing, they will first go through an approval process that may take 48–72 hours. You will be notified via email when your changes are approved or denied.

# Criteria for Event Submission on the ExploreAsheville.com Events Calendar

All event submissions are subject to an approval process.  The ACVB retains the right to qualify events submitted and approve or deny based on the criteria.

Event must:

- Be open to the public and out-of-town visitor-friendly

- Be located in Buncombe County or within 70 miles, in the state of NC

- Make no mention of, or linking to, out of Buncombe county lodging or offer camping

- Not be a community fundraiser, yard sale, or the like that would not appeal to a visitor

- Be a scheduled tour, not an "any day or time availability" event submission

- Include an image (image specifications are 640x480 pixels) and full details at time of submission

*Just a few more things to note!*

Please:

- Do not mass delete past events in the Extranet. The ACVB would like to keep them in the database
- Recurring events may only stay on ExploreAsheville.com's Event Calendar for 3-month periods.
- She earlier events are submitted – the more exposure! Submit events as soon as possible for maximum exposure.

*Need help or have questions? Please contact us at PartnerSupport@ExploreAsheville.com.*