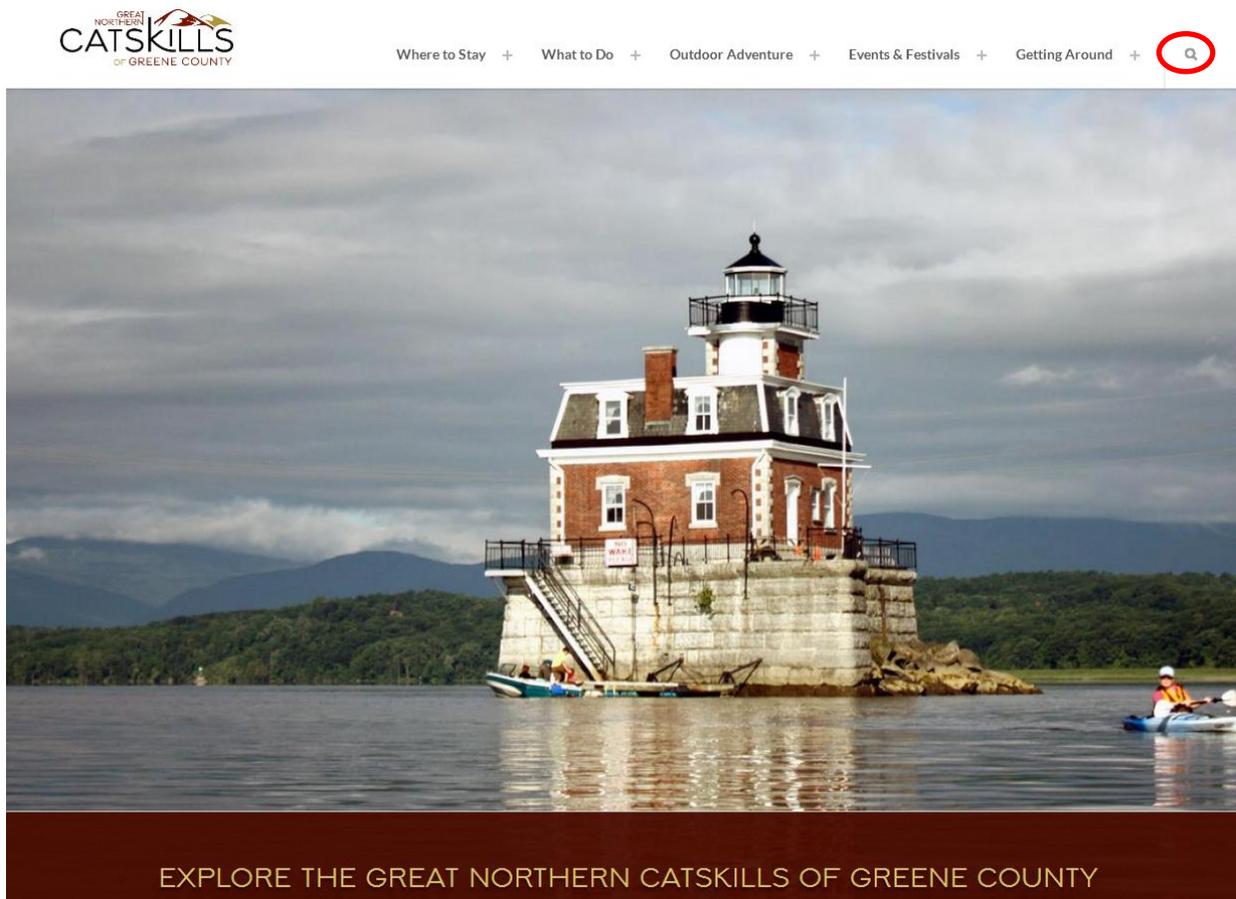


Featured Listing

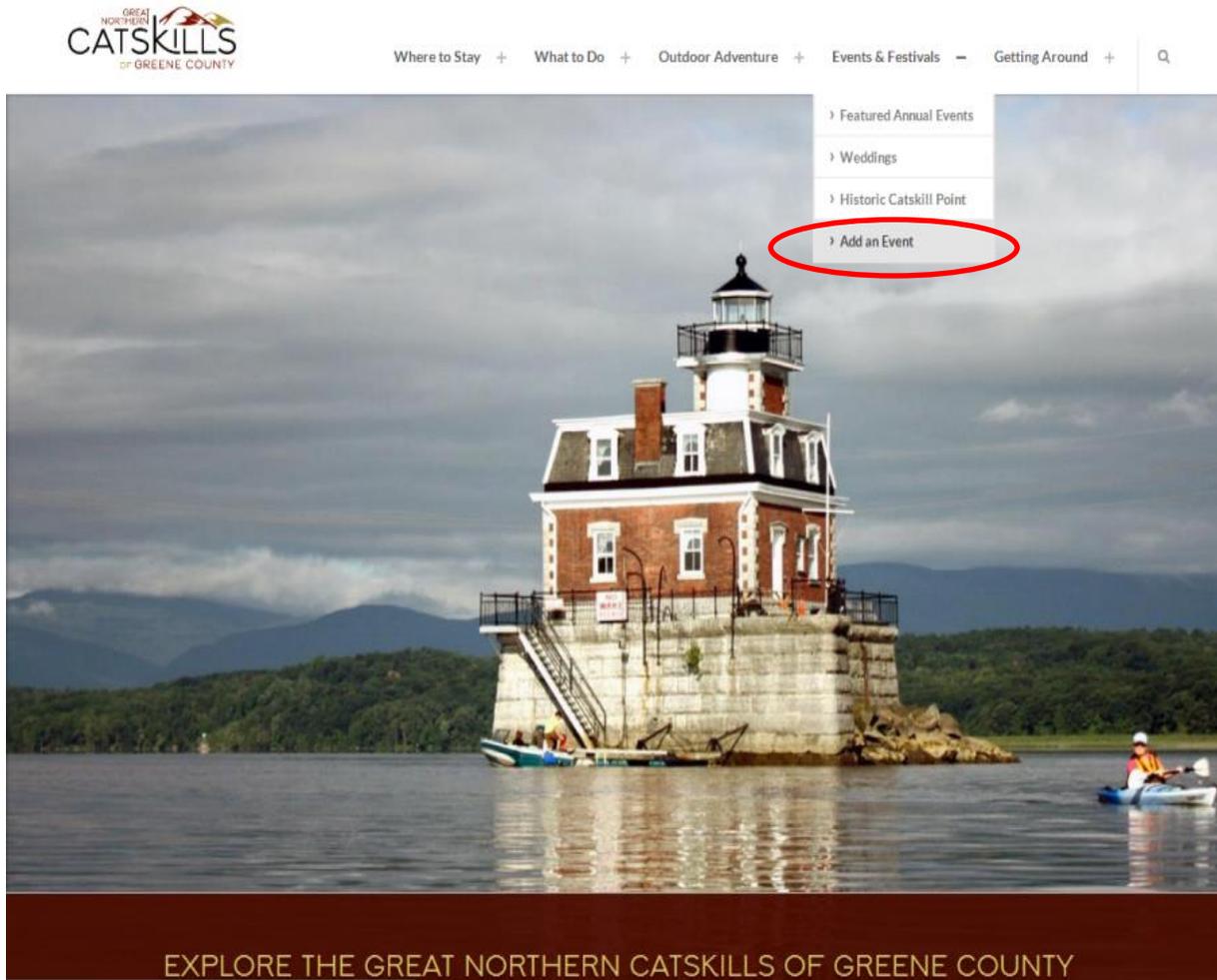
Every tourism business has a listing on www.greatnortherncatskills.com. Can't find your listing? You can use the search field located on the upper right-hand corner of the page (click on the magnifying glass).



Review you're listing to ensure the content is accurate. All listings have the ability to include photos and videos. If you have any edits to the content or would like to feature photos and videos, please email tourism@discovergreene.com. Photo files must be less than 2MB. Allowed file types are png, gif, jpg, jpeg.

Submitting an Event:

Click the plus sign next to Events and Festivals tab to get the dropdown menu, then select 'Add an event.'



Complete all areas with an asterisk.

Title = Name of event

Teaser = Short description of one to two sentences of event (recommendations: dates, times, one or two sentences about the event). This copy will be featured when visitors are searching events in the area.

Where to Stay + What to Do + Outdoor Adventure + Events & Festivals + Getting Around +

Add Your Event

Your event will be posted on the Great Northern Catskills website and in our printable e-Calendar.

You must notify this office at 943-3223 of any changes or cancellations. Use the form below to attach your high resolution horizontal pictures and we will post with your event. If this is a non-related tourism event, please contact you local media directly. Only events occurring in Greene County, NY will be accepted.

TITLE *

TEASER

Path: p

Enter a short summary for this event. It will be displayed in search results and on the main events page.

This field will be limited to 280 characters.

If this field is not filled out a truncated version of the main event description will be used. Warning: all styling will be removed from the truncated copy, so it may look strange. It is recommended that you use this field instead of relying on the truncation.

EVENTS & FESTIVALS

> Featured Annual Events

> Weddings

> Historic Catskill Point

> Add an Event

Body = Full description of the events (go into details on performers, things for kids to do, etc.)

The screenshot shows the top navigation bar of the Great North-Hudson Catskills of Greene County website. The navigation menu includes: Where to Stay +, What to Do +, Outdoor Adventure +, Events & Festivals +, and Getting Around +. A search icon is located on the right. Below the navigation is a large, empty text editor labeled 'BODY'. The text editor has a standard toolbar with options for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and image insertion. The status bar at the bottom of the text editor shows 'Path: p' and 'Words: 0'. To the right of the text editor is a large, solid dark red rectangular area.

Event Category = Please click all that apply to the event you are submitting

Email and Phone = Include the person that can handle questions from the public (i.e., event coordinator)

Website = If you have only have a Facebook page include that here

This screenshot shows the 'EVENT CATEGORY' section of the event submission form. The navigation bar is identical to the previous screenshot. Below the navigation is a list of event categories, each with an unchecked checkbox:

- BIKE EVENTS
- CRUISES
- FESTIVALS/FAIRS
- GUIDED TOURS
- LITERARY EVENTS
- PERFORMING ARTS
- YARD SALE
- CAR SHOWS
- FAMILY
- FLEA MARKETS
- HIKING
- MUSIC
- PROGRAM/WORKSHOP
- COMMUNITY EVENTS
- FARMERS MARKETS
- GOLF TOURNAMENTS
- HISTORICAL
- OUTDOOR
- SPORTING EVENTS

Below the categories are two input fields: 'EMAIL' and 'PHONE'. The 'EMAIL' field has a placeholder text: 'The email address of the contact for this event.' Below these fields is a 'WEB SITE' input field. At the bottom, there is a small note: 'If this link is offsite please include the protocol in the full url. For example use 'https://www.google.com' instead of 'www.google.com' or 'google.com'. Relative urls are still fine, for example you can use '/directions' instead of typing out the full url'. To the right of the form is a large, solid dark red rectangular area.

Images = This is a great way to showcase your event. Click on “Choose File” to select the image you would like to include. Then click on “Upload.” Remember, the file cannot be higher than 2MB. Allowed file types are png, gif, jpg, jpeg.

YouTube ID = If you would like to share a video from your YouTube channel enter your ID here.

Where to Stay + What to Do + Outdoor Adventure + Events & Festivals + Getting Around +

IMAGES

Select any images that go along with this event. The first image will be output as a featured image at the top of the event page and as a preview image for the event whenever it is listed elsewhere on the site. Any additional images will be output in a photo gallery in the event information section. You may have up to 9 images associated with this event.
For the best results the images should be high quality and wider than they are tall.

ADD A NEW FILE

No file chosen

Files must be less than 2 MB.
Allowed file types: png gif jpg jpeg.
Images must be larger than 300x200 pixels.

YOUTUBE ID

Enter the YouTube video ID. This is the string of 11 characters at the end of the YouTube URL of the video after the “?”. Given the example URL below, the video ID you would enter would be KNTJAVku5Uw
E.g. <https://www.youtube.com/watch?v=KNTJAVku5Uw>

By submitting this form, you accept the [Mollom privacy policy](#).

Notice there are two tabs in this part: Date & Venue

Date = If it is a one day event the From and To should be the same date. If you have a multiple day event put the first date in the From and the last date in the To.

Hours = Insert for all days (i.e., Saturday 9-5 Sunday 11-4, etc.)

Title Override / Description Override = Option, if different from Event Title and Event Description (this can be used if the event is multiple days and each day has different activities). To provide another day's event title and description click on "Add another set of dates."

The screenshot shows the 'CATSKILLS' logo for Great Northern Greene County. Navigation links include 'Where to Stay', 'What to Do', and 'Outdoor Adventure'. The main form has two tabs: 'Dates' (highlighted with a red circle) and 'Venue'. The 'EVENT OCCURRENCES' section contains a 'DATE RANGE' field with instructions: 'Select the date range of this occurrence. You can show the full event as one occurrence, or you can split it up by day. If you split it up by day you will be able to add descriptions and titles for each set of dates. You can also use this field to show recurring events. For example a chess tournament that has matches every Saturday and Sunday.' Below this are 'FROM:' and 'TO:' input fields, both containing '21 April, 2014'. There are also fields for 'HOURS', 'TITLE OVERRIDE', and 'DESCRIPTION OVERRIDE', each with an optional instruction. At the bottom, there is a 'Remove' button and an 'Add another set of dates' button.

Notice there are two tabs in this part: Date & Venue

Venue = If the location is at an existing tourism property you can select its location, if not choose “none” and complete Event Location

Event Location / Address / City / Zip = complete only if the event is not at an existing tourism property

To preview event click on “Preview”

To submit event click on “Save”

Great North Hudson
CATSKILLS
OF GREENE COUNTY

Where to Stay + What to Do + Outdoor Adventure + Events & Festivals + Getting Around + Q

Dates * **Venue**

Select the venue hosting this event. If there is no associated venue use the freeform text fields instead.

VENUE

- None -

Select the Event Venue where this event will take place. The fields below are provided if you would like to override any of the venue information for this event. For example if the address is slightly different depending on what part of the venue is being utilized.

EVENT LOCATION

If a venue is selected this field will not be output.

ADDRESS

CITY

STATE

NY

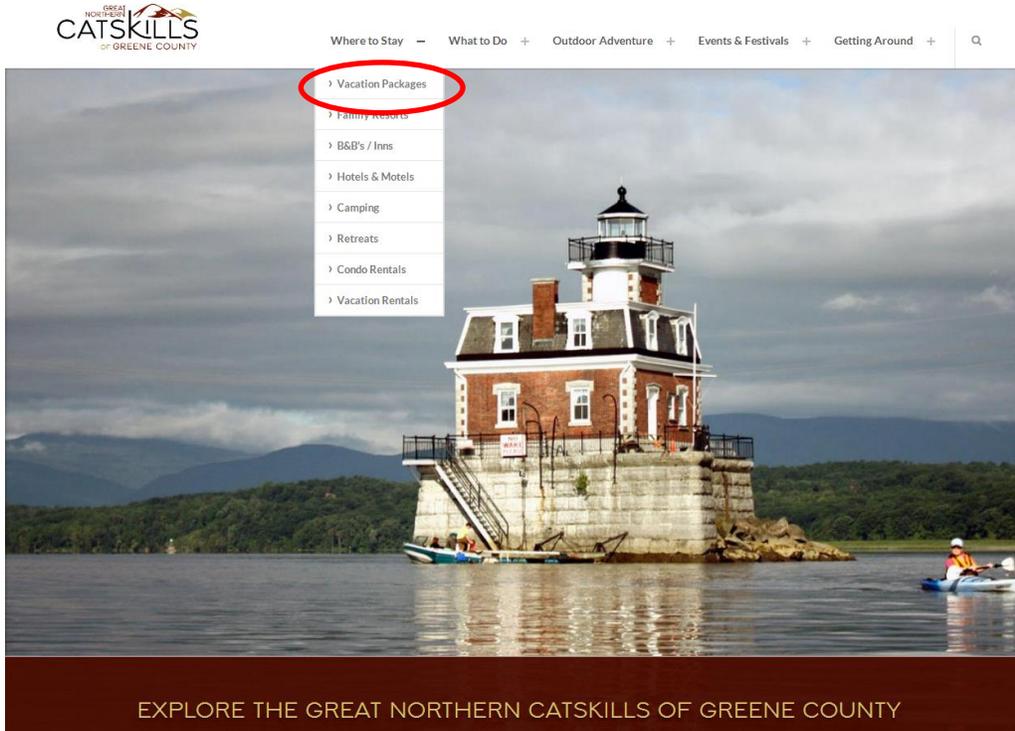
ZIP

Save Preview

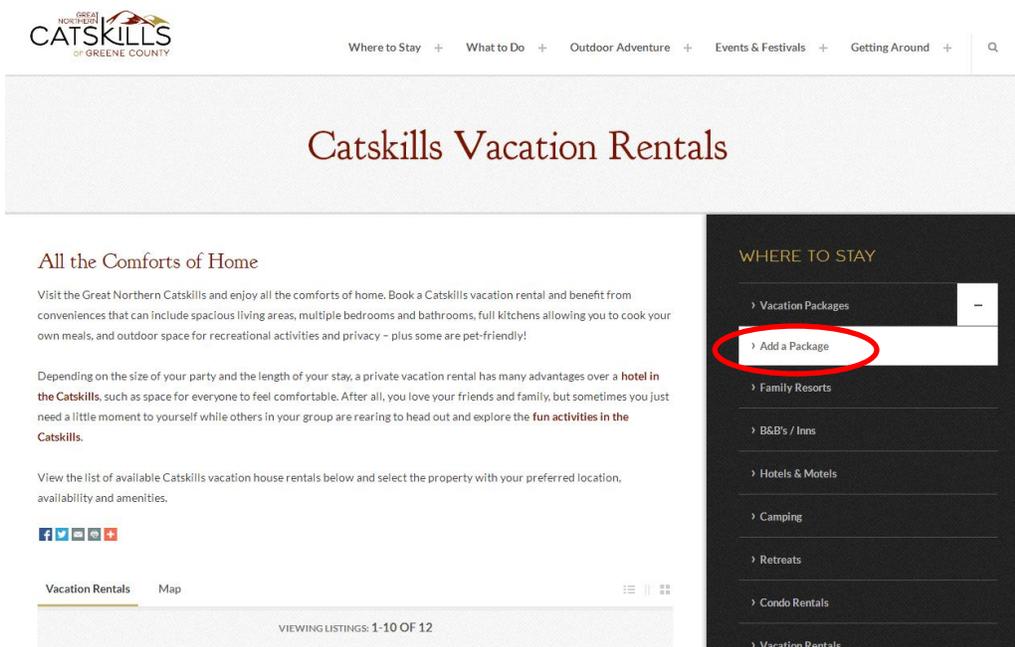


Submitting a Package:

Click the plus sign next to Where to Stay tab to get the dropdown menu, and then select 'Vacation Packages'.



Click 'Add a Package'. If you don't see it under Vacation Packages, click on the plus sign to the right of Vacation Packages to get the dropdown menu, then select 'Add a Package.'



Title = Package Name (i.e., Stay two nights, get one free; buy two admissions, get one free; etc.)

Teaser = Short description of one to two sentences of package (recommendations: feature the fun stuff that the visitor will receive). This copy will be featured when visitors are searching events in the area.

The screenshot shows the 'Add a Package' form on the Great Northern Catskills website. The header includes the logo and navigation links: 'Where to Stay +', 'What to Do +', 'Outdoor Adventure +', 'Events & Festivals +', and 'Getting Around +'. A search icon is also present. The main heading is 'Add a Package'. Below it, a text prompt reads: 'Use the form below to submit a package to our tourism staff.' The form has three main sections: 1. 'TITLE *' with a text input field. 2. 'TEASER' with a rich text editor toolbar (including Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, Paragraph, Styles, Text Color, Background Color, Text Color, Background Color, Link, Unlink, Undo, Redo) and a text area. Below the text area, it says 'Path: p' and 'Words: 0'. A note below the text area reads: 'Enter a short summary for this package to be displayed in search results. This field will be limited to 280 characters. If this field is not filled out a truncated version of the body will be used. Warning: all styling will be removed from the truncated copy, so it may look strange. It is recommended that you use this field instead of relying on the truncation.' 3. A large, solid dark red rectangular area on the right side of the form, which is likely a placeholder for an image or a large block of text.

Body = Full description of the package (go into details on what they need to do, requirements they must meet, etc.)

The screenshot shows the 'BODY' form on the Great Northern Catskills website. The header is identical to the previous screenshot. The main heading is 'BODY'. Below it, there is a rich text editor toolbar (including Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, Paragraph, Styles, Text Color, Background Color, Text Color, Background Color, Link, Unlink, Undo, Redo) and a large text area. Below the text area, it says 'Path: p' and 'Words: 0'. A large, solid dark red rectangular area is on the right side of the form, likely a placeholder for an image or a large block of text.

Images = This is a great way to showcase your event. Click on “Choose File” to select the image you would like to include. Then click on “Upload.” Remember, the file cannot be higher than 2MB. Allowed file types are png, gif, jpg, jpeg.

Date Range = Enter the dates the visitor can redeem the package. Note change to below: the package will only be displayed until the end date has passes, and then it will be deleted (it will not be available in the admin)

Email and Phone = Include the person that can handle questions from the public

GREAT NORTH HORN CATSKILLS OF GREENE COUNTY Where to Stay + What to Do + Outdoor Adventure + Events & Festivals + Getting Around + Q

IMAGE
Choose File No file chosen
Upload
Files must be less than 2 MB.
Allowed file types: png gif jpg jpeg.

DATE RANGE
The package will only be displayed until the end date has passed, then it will be unpublished and available only in the admin.

FROM: **TO:**
22 April, 2014 22 April, 2014

EMAIL **PHONE**
Input the email contact for this package

Link URL = Include the web address where additional information can be found. If you have only have a Facebook page include that here.

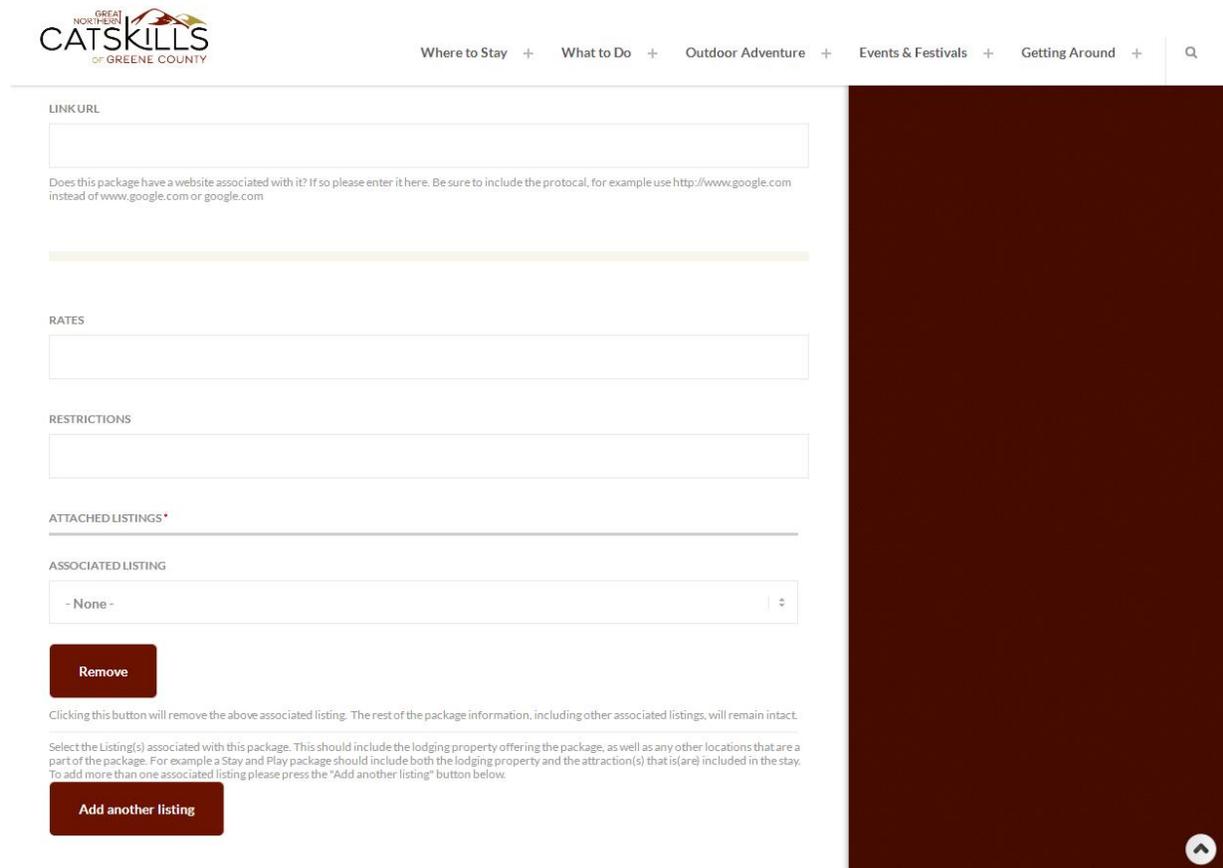
Rates = Include the entire cost of the package

Restrictions = Enter restrictions here (i.e., no weekends, only redeemable one time per person, etc.)

Attached Listing = If necessary, select the attraction that the offer is associated with.

Remove = Clicking this will remove the information above.

Add Another Item = To enter another package click here.



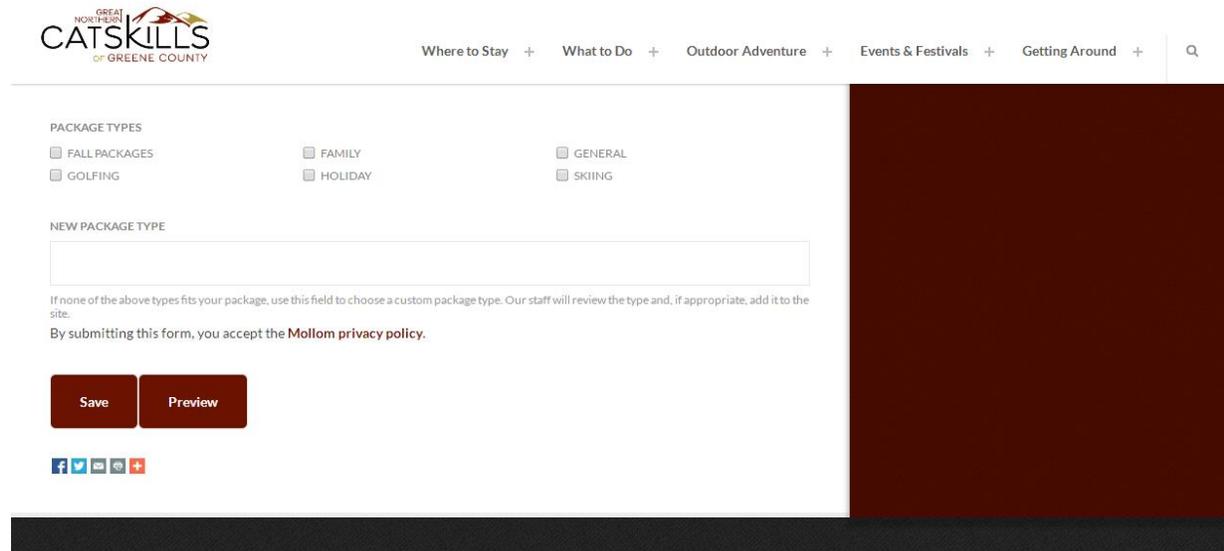
The screenshot shows the top navigation bar of the Great North Catskills website, with links for "Where to Stay", "What to Do", "Outdoor Adventure", "Events & Festivals", and "Getting Around". Below the navigation is a form for adding a package listing. The form includes a "LINK URL" field with a text input and a small instruction: "Does this package have a website associated with it? If so please enter it here. Be sure to include the protocol, for example use http://www.google.com instead of www.google.com or google.com". Below this is a "RATES" field with a text input. Next is a "RESTRICTIONS" field with a text input. Underneath is the "ATTACHED LISTINGS*" section, which contains an "ASSOCIATED LISTING" dropdown menu currently set to "- None -". Below the dropdown is a dark red "Remove" button. A note below the button states: "Clicking this button will remove the above associated listing. The rest of the package information, including other associated listings, will remain intact." At the bottom of the form is an "Add another listing" button. A large dark red vertical bar is on the right side of the form, and a small white arrow icon is at the bottom right corner of this bar.

Package Type = Select the type of package

New Package Type = If you don't see the package type listed above enter it here.

To preview package click on "Preview"

To submit package click on "Save"



The screenshot shows the top navigation bar of the Catskills website with the logo "GREAT NOW FROM CATSKILLS OF GREENE COUNTY" and menu items: "Where to Stay +", "What to Do +", "Outdoor Adventure +", "Events & Festivals +", "Getting Around +", and a search icon. Below the navigation is a form titled "PACKAGE TYPES" with six radio button options: "FALL PACKAGES", "GOLFING", "FAMILY", "HOLIDAY", "GENERAL", and "SKIING". A "NEW PACKAGE TYPE" text input field is located below these options. A note states: "If none of the above types fits your package, use this field to choose a custom package type. Our staff will review the type and, if appropriate, add it to the site." Below the note is a privacy policy statement: "By submitting this form, you accept the Mollom privacy policy." At the bottom of the form are two dark red buttons labeled "Save" and "Preview". A row of social media icons (Facebook, Twitter, Instagram, YouTube, and a plus sign) is positioned at the very bottom of the form area.