

Travel Portland | Event Submission Help Guide

Navigating This Guide

This guide is designed to help you confidently submit your event to the Travel Portland calendar.

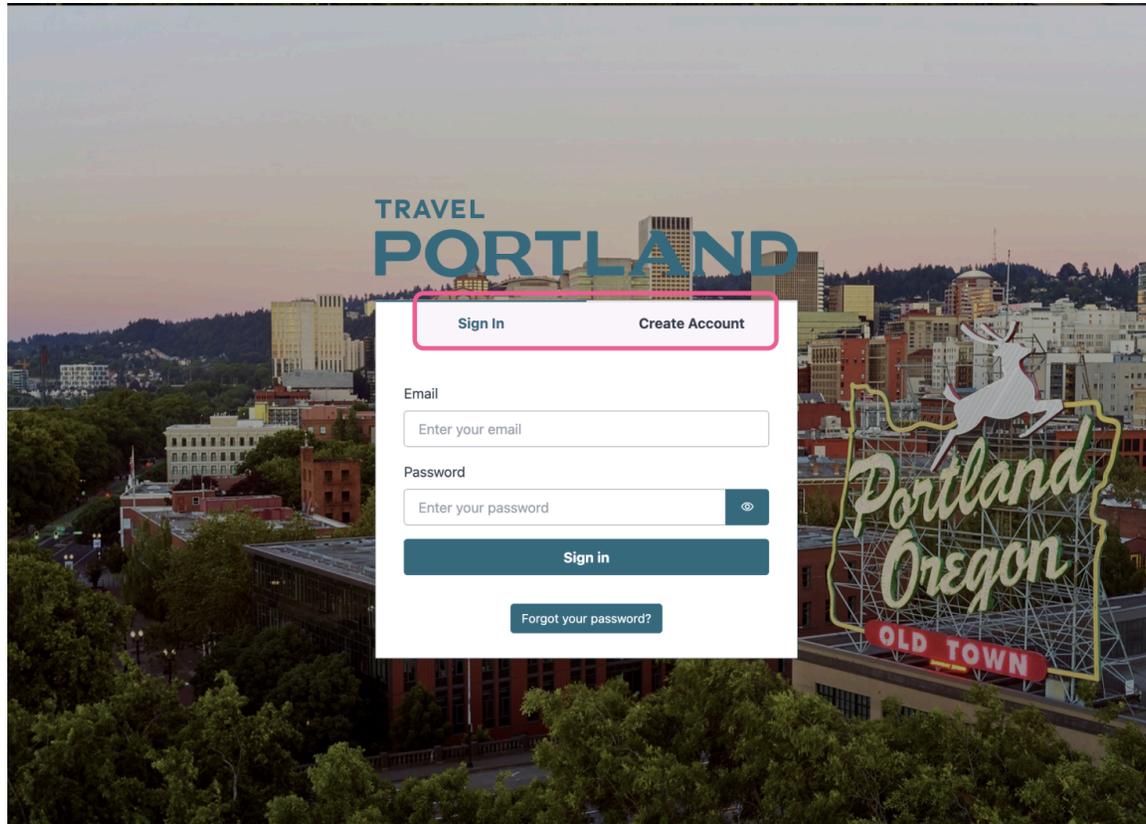
Here's what you'll find inside:

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Getting Started with our Events Publishing System

1. Go to <https://travelportland.eventmanager.cruncho.co/>
2. Click “**Create Account**” if it’s your first time entering the Events Publishing System. Otherwise, simply **log in** with your credentials.



Understanding What You Can Do in the System

You can use our events publishing system to:

- Submit events for our review for inclusion on our calendar
- View, edit or remove the events you created
- Change your password or email address

How to Navigate the Homepage

You will see this homepage once you log in to the Events Publishing System. It is divided into five main sections:

1. **Filter:** The filter button is a handy tool for facilitating the search for an event. You can filter your events by keyword, date, status, category, and venue.
2. **Current and upcoming events:** This is the central part of the homepage, containing the list of all the current and upcoming events.
3. **Past events:** This is the section where you can browse all the past events.
4. **Drafts:** This is the section where you can save your events as a draft.
5. **Deleted Events:** This is the section that shows the events you have deleted. They will automatically disappear from this view after 30 days.

Tip: Click **"CREATE NEW EVENT"** in the top-right corner to create a new event.

My events PRINT EVENT LIST CREATE NEW EVENT

1 Filter

2 Current and upcoming events Total 0 - Happening now 0 - Awaiting approval 0 - Approved 0 - Rejected 0 CALENDAR

No results found

Upcoming imported events Total 0 - Happening now 0 - Awaiting approval 0 - Approved 0 - Rejected 0

No results found

3 Events shared with me Total 0

4 Past events Total 0

4 Drafts Total 0

5 Deleted Events Total 0

Powered by CRUNCHO

Creating Your Event and Adding Basic Event Details

1. After [logging in](#), click **“CREATE NEW EVENT”** in the top-right corner of the homepage.

- You may proceed by manually filling out your basic event information (steps 2 - 6) or [Pre-filling Your Event Using a Facebook Event Link or ID](#).
2. Enter the name of your event in the “**Event name**” field.
 3. Select a “**Sponsor**” from the dropdown menu.
 - **Tip:** *If none of the listed options apply, choose “None of the Above”.*
 4. Choose at least one “**Category**” that best fits your event.
 - **Note:** *Our team will review and finalize category selections to align with editorial guidelines.*
 5. In the “**Sub-Categories**” field, you can select one or more options to further refine the classification of your event.
 - **Note:** *Our team will review and finalize subcategory selections to align with editorial guidelines.*
 6. In the “**Description**” field, write a clear description that helps attendees understand your event and what to expect.

The image shows a screenshot of an event creation form. It is divided into two main sections: "Basic information" and "Description *".

- Basic information:**
 - 1. "Event name *": A text input field.
 - 2. "Sponsor": A dropdown menu with a close button (X).
 - 3. "Category *": A dropdown menu.
 - 4. "Sub-Categories": A dropdown menu.
- Description *:**
 - 5. A rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Normal (dropdown), Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, and Smiley face. Below the toolbar is a text area with the placeholder text: "Write a short descriptive text about your event. What might be interesting for your visitor to know about your event?"

Adding Dates and Times to Your Event

Whether your event takes place once or several times, we'll show you how to add the correct dates and times. We'll cover how to add dates and times based on your event's schedule below:

- [A Single-Day Event \(One Time, Multiple Times, No End Time, or All-Day\)](#)
 - **Single Time**
 - This type of event happens once at a specific start and end time.
 - *Example: A concert on July 10 from 7:00 p.m. to 9:00 p.m.*
 - **Multiple Times**
 - The type of event occurs more than once on the same day at different times.

- *Example: A museum tour offered at 11:00 a.m., 2:00 p.m., and 5:00 p.m. on the same day.*
 - **No End Time**
 - This type of event has a start time but no specified end time.
 - *Example: A group bike ride that starts at 6:00 p.m. with no scheduled end time.*
 - **All-Day (No Start or End Time)**
 - The type of event occurs over a full day without a specified start or end time.
 - *Example: A community scavenger hunt where participants visit various local businesses or landmarks on their schedule.*
- **An Event Repeating on a Regular Schedule**

This type of event follows a consistent, predictable pattern, such as the same day(s) and time(s) each week.

 - *Example: A weekly farmers' market every Sunday from 9:00 a.m. to 2:00 p.m., from May through October.*
- **An Event Repeating on an Irregular Schedule**

This type of event happens multiple times, but the dates and/or times vary without a set pattern.

 - *Example: A pop-up art walk series hosted in different neighborhoods and galleries throughout the season.*

Single-Day Events (One Time, Multiple Times, No End Time, or All-Day)

1. After [creating your event and adding your basic event details](#), scroll to the **"Date"** section.
2. Click **"PICK DATES FOR YOUR EVENT"**; this will open a new modal.

Date *

PICK DATES FOR YOUR EVENT

Pick dates for your event [Close]

You can add single or recurring dates and also combine both options. Simply choose a date and time and click on the "Add date" button. Repeat as many times as needed. When you are finished, just click on "Save".

Recurrence

Single Time Daily or weekly

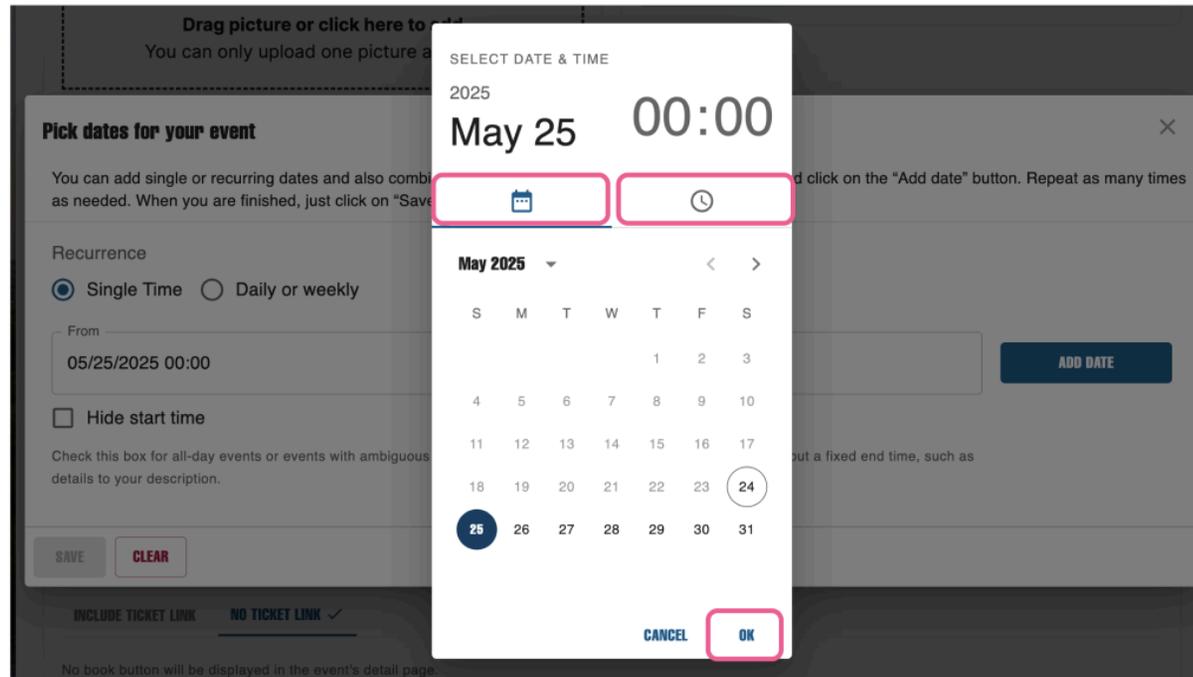
From: 05/25/2025 01:00 To: 05/25/2025 02:00 **ADD DATE**

Hide start time Hide end time

Check this box for all-day events or events with ambiguous times. Add details to your description. Check this box for single-day events without a fixed end time, such as a concert.

SAVE **CLEAR**

3. Under **"Recurrence,"** select **"Single Time"**
4. Click the date prefilled in the **"From" data field,** and a new modal will open.
 - a. Click the calendar icon to select your **start date.**
 - b. Click the clock icon to set your **start time.**
 - i. **Tips:**
 1. *If your event doesn't have a set end time, select **"Hide end time"**.*
 2. *For all-day events, select both **"Hide start time"** and **"Hide end time"**.*
 3. *If you hide these fields, you can include any relevant timing details in the event description.*
 - c. Click **"OK"** to apply.



5. Click the date prefilled in the **"To" data field**, and a new modal will open.
 - a. Repeat steps **4a. through 4c.** to select the **end date** and **end time**.
 - b. Click **"OK"** to apply.

6. Now we must add the selected dates and times to your event
 - a. Click **"Add Date"**.
 - b. The selected date and time will appear as a rounded button below the time display options.
 - i. **Note:** This button will show both the start and end times for your reference, even if you've chosen to hide one or both. Hidden times will not be visible to users.

Pick dates for your event ✕

You can add single or recurring dates and also combine both options. Simply choose a date and time and click on the "Add date" button. Repeat as many times as needed. When you are finished, just click on "Save".

Recurrence

Single Time Daily or weekly

From To

Hide start time Hide end time

Check this box for all-day events or events with ambiguous times. Add details to your description. Check this box for single-day events without a fixed end time, such as a concert.

7. Need Multiple Time Slots on the Same Day?

- Click the data in **"From"** and **"To"** fields to open the pop-up date and time selectors, where you can choose an additional start and end time.
- Click **"Add Date"** after each new time selection.
- You will see your list of dates and times appear below **"Hide start time"** and **"Hide end time"**.

Pick dates for your event ✕

You can add single or recurring dates and also combine both options. Simply choose a date and time and click on the "Add date" button. Repeat as many times as needed. When you are finished, just click on "Save".

Recurrence

Single Time Daily or weekly

From To

Hide start time Hide end time

Check this box for all-day events or events with ambiguous times. Add details to your description. Check this box for single-day events without a fixed end time, such as a concert.

2 added dates

8. Final Step: Click "SAVE"

- Don't forget to click "SAVE" to apply your changes and ensure your event is successfully updated.

Pick dates for your event ✕

You can add single or recurring dates and also combine both options. Simply choose a date and time and click on the "Add date" button. Repeat as many times as needed. When you are finished, just click on "Save".

Recurrence

Single Time Daily or weekly

From To

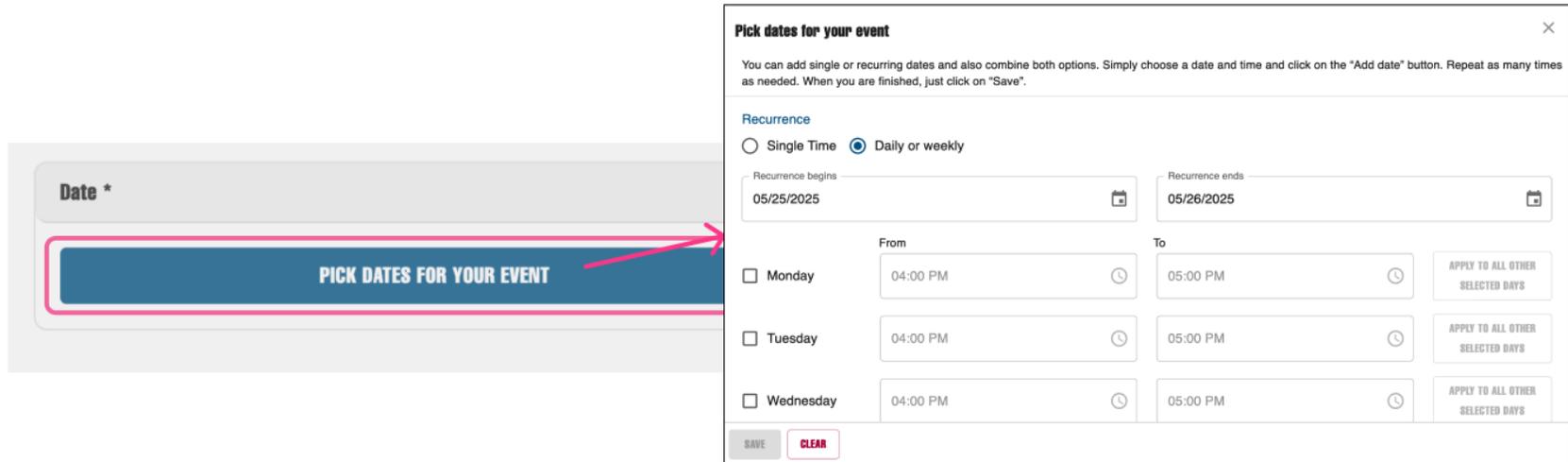
Hide start time Hide end time

Check this box for all-day events or events with ambiguous times. Add details to your description. Check this box for single-day events without a fixed end time, such as a concert.

2 added dates

Adding an Event Repeating on a Regular Schedule

1. After [creating your event and adding your basic event details](#), scroll to the **“Date”** section.
2. Click **“PICK DATES FOR YOUR EVENT”**; this will open up a new modal.



The image shows a user interface for adding an event. On the left, a 'Date *' section contains a blue button labeled 'PICK DATES FOR YOUR EVENT'. A red arrow points from this button to a modal window on the right. The modal is titled 'Pick dates for your event' and contains the following elements:

- Recurrence** section with radio buttons for 'Single Time' and 'Daily or weekly' (selected).
- Recurrence begins** field with the date '05/25/2025' and a calendar icon.
- Recurrence ends** field with the date '05/26/2025' and a calendar icon.
- A table for selecting days and times:

	From	To	
<input type="checkbox"/> Monday	04:00 PM	05:00 PM	APPLY TO ALL OTHER SELECTED DAYS
<input type="checkbox"/> Tuesday	04:00 PM	05:00 PM	APPLY TO ALL OTHER SELECTED DAYS
<input type="checkbox"/> Wednesday	04:00 PM	05:00 PM	APPLY TO ALL OTHER SELECTED DAYS
- SAVE** and **CLEAR** buttons at the bottom.

3. Under **“Recurrence,”** select **“Daily or Weekly”**
4. Under the **“Recurrence begins”** field:
 - a. Click the **calendar icon** to select the **start date**.

Recurrence

Single Time Daily or weekly

Recurrence begins 

Recurrence ends 

- 5. Under the “**Recurrence ends**” field:
 - a. Click the **calendar icon** to select the **end date**.

Recurrence

Single Time Daily or weekly

Recurrence begins 

Recurrence ends 

- 6. Next, check the boxes next to each weekday to select the day(s) of the week your event repeats.

Pick dates for your event ✕

You can add single or recurring dates and also combine both options. Simply choose a date and time and click on the "Add date" button. Repeat as many times as needed. When you are finished, just click on "Save".

Recurrence

Single Time Daily or weekly

Recurrence begins  Recurrence ends 

	From	To	
<input checked="" type="checkbox"/> Monday	<input type="text" value="04:00 PM"/> 	<input type="text" value="05:00 PM"/> 	<input type="button" value="APPLY TO ALL OTHER SELECTED DAYS"/>
<input type="checkbox"/> Tuesday	<input type="text" value="04:00 PM"/> 	<input type="text" value="05:00 PM"/> 	<input type="button" value="APPLY TO ALL OTHER SELECTED DAYS"/>
<input checked="" type="checkbox"/> Wednesday	<input type="text" value="04:00 PM"/> 	<input type="text" value="05:00 PM"/> 	<input type="button" value="APPLY TO ALL OTHER SELECTED DAYS"/>
<input type="checkbox"/> Thursday	<input type="text" value="04:00 PM"/> 	<input type="text" value="05:00 PM"/> 	<input type="button" value="APPLY TO ALL OTHER SELECTED DAYS"/>
<input checked="" type="checkbox"/> Friday	<input type="text" value="04:00 PM"/> 	<input type="text" value="05:00 PM"/> 	<input type="button" value="APPLY TO ALL OTHER SELECTED DAYS"/>
<input type="checkbox"/> Saturday	<input type="text" value="04:00 PM"/> 	<input type="text" value="05:00 PM"/> 	<input type="button" value="APPLY TO ALL OTHER SELECTED DAYS"/>

7. Add the appropriate start and end times under the **"From"** and **"To"** fields for each selected weekday.
 - a. **Tips:**
 - i. If your event doesn't have a set end time, select **"Hide end time"**.
 - ii. For all-day events, select both **"Hide start time"** and **"Hide end time"**.
 - iii. If you hide these fields, you can include any relevant timing details in the event description.

Pick dates for your event ✕

You can add single or recurring dates and also combine both options. Simply choose a date and time and click on the "Add date" button. Repeat as many times as needed. When you are finished, just click on "Save".

Recurrence

Single Time Daily or weekly

Recurrence begins

Recurrence ends

	From	To	
<input checked="" type="checkbox"/> Monday	<input type="text" value="04:00 PM"/> <input type="clock"/>	<input type="text" value="05:00 PM"/> <input type="clock"/>	<input type="button" value="APPLY TO ALL OTHER SELECTED DAYS"/>
<input type="checkbox"/> Tuesday	<input type="text" value="04:00 PM"/> <input type="clock"/>	<input type="text" value="05:00 PM"/> <input type="clock"/>	<input type="button" value="APPLY TO ALL OTHER SELECTED DAYS"/>
<input checked="" type="checkbox"/> Wednesday	<input type="text" value="04:00 PM"/> <input type="clock"/>	<input type="text" value="05:00 PM"/> <input type="clock"/>	<input type="button" value="APPLY TO ALL OTHER SELECTED DAYS"/>
<input type="checkbox"/> Thursday	<input type="text" value="04:00 PM"/> <input type="clock"/>	<input type="text" value="05:00 PM"/> <input type="clock"/>	<input type="button" value="APPLY TO ALL OTHER SELECTED DAYS"/>
<input checked="" type="checkbox"/> Friday	<input type="text" value="04:00 PM"/> <input type="clock"/>	<input type="text" value="05:00 PM"/> <input type="clock"/>	<input type="button" value="APPLY TO ALL OTHER SELECTED DAYS"/>
<input type="checkbox"/> Saturday	<input type="text" value="04:00 PM"/> <input type="clock"/>	<input type="text" value="05:00 PM"/> <input type="clock"/>	<input type="button" value="APPLY TO ALL OTHER SELECTED DAYS"/>
<input type="checkbox"/> Sunday	<input type="text" value="04:00 PM"/> <input type="clock"/>	<input type="text" value="05:00 PM"/> <input type="clock"/>	<input type="button" value="APPLY TO ALL OTHER SELECTED DAYS"/>

ADD DATES

Hide start time Hide end time

Check this box for all-day events or events with ambiguous times. Add details to your description. Check this box for single-day events without a fixed end time, such as a concert.

8. Once you have selected your days of the week and start/end times, click **"Add Dates"**. Your added dates and times will now appear as rounded buttons below **"Hide start time"** and **"Hide end time"**.

Pick dates for your event



You can add single or recurring dates and also combine both options. Simply choose a date and time and click on the "Add date" button. Repeat as many times as needed. When you are finished, just click on "Save".

Recurrence

Single Time Daily or weekly

Recurrence begins
05/25/2025

Recurrence ends
06/14/2025

	From	To	
<input checked="" type="checkbox"/> Monday	04:00 PM	05:00 PM	APPLY TO ALL OTHER SELECTED DAYS
<input type="checkbox"/> Tuesday	04:00 PM	05:00 PM	APPLY TO ALL OTHER SELECTED DAYS
<input checked="" type="checkbox"/> Wednesday	04:00 PM	05:00 PM	APPLY TO ALL OTHER SELECTED DAYS
<input type="checkbox"/> Thursday	04:00 PM	05:00 PM	APPLY TO ALL OTHER SELECTED DAYS
<input checked="" type="checkbox"/> Friday	04:00 PM	05:00 PM	APPLY TO ALL OTHER SELECTED DAYS
<input type="checkbox"/> Saturday	04:00 PM	05:00 PM	APPLY TO ALL OTHER SELECTED DAYS
<input type="checkbox"/> Sunday	04:00 PM	05:00 PM	APPLY TO ALL OTHER SELECTED DAYS

ADD DATES

Hide start time

Check this box for all-day events or events with ambiguous times. Add details to your description.

Hide end time

Check this box for single-day events without a fixed end time, such as a concert.

9 added dates

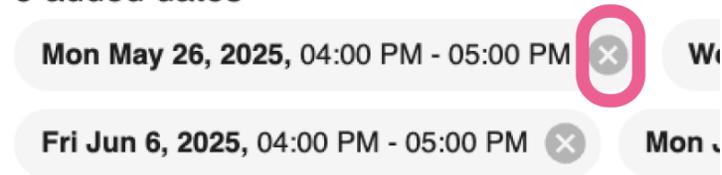
- Mon May 26, 2025, 04:00 PM - 05:00 PM
- Wed May 28, 2025, 04:00 PM - 05:00 PM
- Fri May 30, 2025, 04:00 PM - 05:00 PM
- Mon Jun 2, 2025, 04:00 PM - 05:00 PM
- Wed Jun 4, 2025, 04:00 PM - 05:00 PM
- Fri Jun 6, 2025, 04:00 PM - 05:00 PM
- Mon Jun 9, 2025, 04:00 PM - 05:00 PM
- Wed Jun 11, 2025, 04:00 PM - 05:00 PM
- Fri Jun 13, 2025, 04:00 PM - 05:00 PM

CLEAR

SAVE

9. If you need to remove a specific date or dates from your recurrence, you can scroll through the list of added dates and click the “X” next to the date you want to remove.

9 added dates



10. If you need multiple time slots on the same day, you can return to the “From” and “To” fields, enter the next time slot and click “Add Dates” again. Repeat for each additional time slot, as many times as needed.

11. Don't forget to click **"SAVE"** to apply your changes and ensure your event is successfully updated.

The screenshot shows a modal titled "Pick dates for your event" with a close button (X) in the top right corner. Below the title is a brief instruction: "You can add single or recurring dates and also combine both options. Simply choose a date and time and click on the 'Add date' button. Repeat as many times as needed. When you are finished, just click on 'Save'".

The form is divided into several sections:

- Recurrence:** Includes radio buttons for "Single Time" and "Daily or weekly" (which is selected).
- Recurrence dates:** Two date pickers labeled "Recurrence begins" (05/25/2025) and "Recurrence ends" (06/14/2025).
- Day and Time Selection:** A table with columns for days of the week, "From" time, and "To" time. Each row has a checkbox for the day, a time input field, and an "APPLY TO ALL OTHER SELECTED DAYS" button. The selected days are Monday, Wednesday, and Friday, all with a time range of 04:00 PM to 05:00 PM.
- ADD DATES:** A prominent blue button.
- Options:** Two checkboxes: "Hide start time" and "Hide end time".
- Summary:** A section titled "9 added dates" showing a list of specific dates and times, each with a close (X) button. The dates listed are: Mon May 26, 2025, Wed May 28, 2025, Fri May 30, 2025, Mon Jun 2, 2025, Wed Jun 4, 2025, Fri Jun 6, 2025, Mon Jun 9, 2025, Wed Jun 11, 2025, and Fri Jun 13, 2025, all with a time range of 04:00 PM - 05:00 PM.
- Bottom Right:** Two buttons: "CLEAR" and "SAVE". The "SAVE" button is highlighted with a red rounded rectangle.

Adding an Event Repeating on an Irregular Schedule

1. After [creating your event and adding your basic event details](#), scroll to the **"Date"** section.
2. Click **"PICK DATES FOR YOUR EVENT"**. This will open up a new modal.

Date *

PICK DATES FOR YOUR EVENT

Pick dates for your event ✕

You can add single or recurring dates and also combine both options. Simply choose a date and time and click on the "Add date" button. Repeat as many times as needed. When you are finished, just click on "Save".

Recurrence

Single Time Daily or weekly

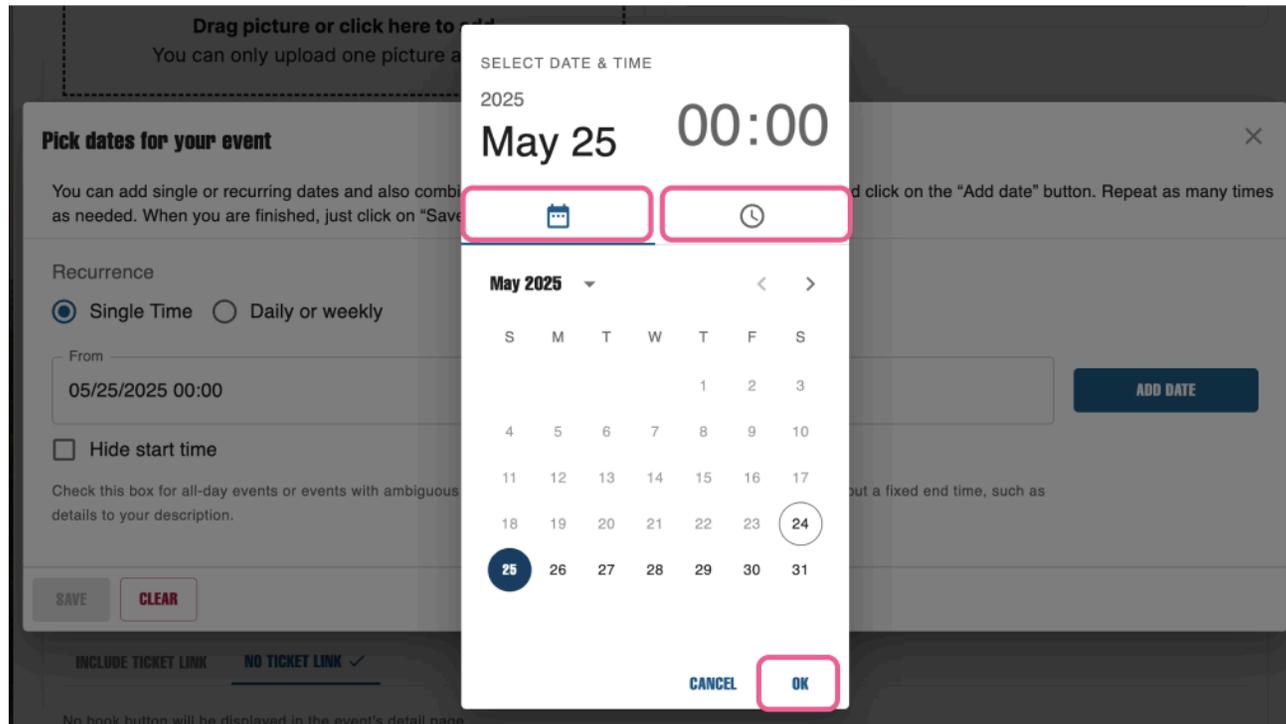
From

To

Hide start time Hide end time

Check this box for all-day events or events with ambiguous times. Add details to your description. Check this box for single-day events without a fixed end time, such as a concert.

3. Under **“Recurrence,”** select **“Single Time”**
4. Click the date prefilled in the **“From” data field**, and a new modal will open.
 - a. Click the calendar icon to select your **start date**.
 - b. Click the clock icon to set your **start time**.
 - i. **Tips:**
 1. *If your event doesn't have a set end time, select **“Hide end time”**.*
 2. *For all-day events, select both **“Hide start time”** and **“Hide end time”**.*
 3. *If you hide these fields, you can include any relevant timing details in the event description.*
 - c. Click **“OK”** to apply.



5. Click the date prefilled in the **"To" data field**, and a new modal will open.
 - a. Repeat steps **4a. through 4c.** to select the **end date** and **end time**.
 - b. Click **"OK"** to apply.

6. Now we must add the selected dates and times to your event.
 - a. Click **"Add Date"**.
 - b. The selected date and time will appear as a rounded button below the time display options.
 - i. **Note:** *This button will show both the start and end times for your reference, even if you've chosen to hide one or both. Hidden times will not be visible to users.*

Pick dates for your event ✕

You can add single or recurring dates and also combine both options. Simply choose a date and time and click on the “Add date” button. Repeat as many times as needed. When you are finished, just click on “Save”.

Recurrence

Single Time Daily or weekly

From

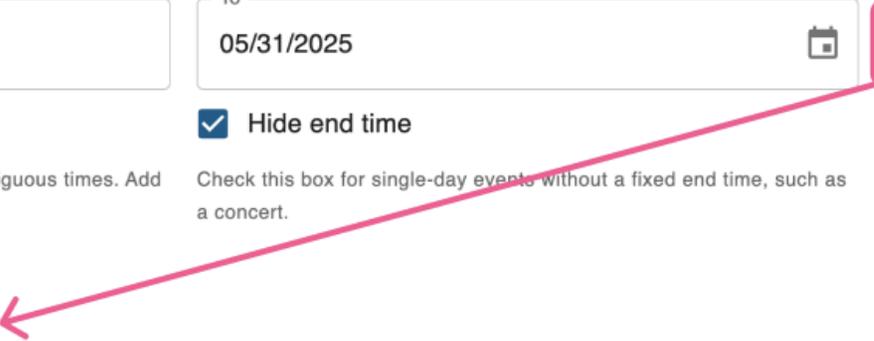
To 

Hide start time Hide end time

Check this box for all-day events or events with ambiguous times. Add details to your description. Check this box for single-day events without a fixed end time, such as a concert.

1 added date

Sat May 31, 2025, 03:00 AM - 04:00 AM ✕



7. Repeat for Each Occurrence

- a. Continue using the “**From**” and “**To**” fields to enter each additional date and time for your event.
- b. Click “**Add Date**” after each entry to build your complete list of occurrences.

8. Don't forget to click “**SAVE**” to apply your changes and ensure your event is successfully updated.

Pick dates for your event ✕

You can add single or recurring dates and also combine both options. Simply choose a date and time and click on the "Add date" button. Repeat as many times as needed. When you are finished, just click on "Save".

Recurrence

Single Time Daily or weekly

From To

Hide start time Hide end time

Check this box for all-day events or events with ambiguous times. Add details to your description. Check this box for single-day events without a fixed end time, such as a concert.

2 added dates

Adding an Event Location

1. After [creating your event and adding your basic event details](#), scroll to the **"Venue"** section.
2. Click **"Add New Location"**. This will open a new modal.
 - a. **If the Location Exists on Google Maps**
 - In the **"Venue: 1"** field, begin typing the location's name.
 - Select the correct result from the **dropdown list** that appears.
 - Once selected, the **"Venue"** and **"Address"** fields will automatically populate with information from Google Maps.
 - Use the **"Additional Information"** field to include details like parking instructions, suite number, lecture hall name, or directions for finding the entrance.

Date *

PICK DATES FOR YOUR EVENT

Venue *

Venue: 1

Find a location

arlene

- Arlene Schnitzer Concert Hall
Southwest Broadway, Portland, OR, USA
- Arlene's Grocery
Stanton Street, New York, NY, USA
- Arlene's Artist Materials
Fuller Road, Albany, NY, USA
- Arlene Bitely Elementary School
Fern Avenue, Rosemead, CA, USA
- Arlene's Beans
2nd Street, Monument, CO, USA

Venue *

Venue: 1

Find a location

Search by city, neighborhood or place name

Venue

Arlene Schnitzer Concert Hall

Address*

1037 SW Broadway, Portland, OR 97205, USA

This only updates the address text, not the map location

Additional information

ADD NEW LOCATION

b. If the Location Does **Not** Exist on Google Maps

Tip: This is common for events happening across various locations or citywide.

- In the “**Venue: 1**” field, type “**Portland, OR, USA**” and select it from the results dropdown.
- The “**Venue**” and “**Address**” fields will automatically populate with “**Portland**” and “**Portland, OR.**”
Note: This location information will be hidden on the public version of your event. Visitors will simply see “Portland, OR” as the event location.
- In the “**Additional Information**” field, enter a label such as:
 - Citywide
 - Various Locations
 - Or a short description that fits your event’s nature (e.g., “*Tour begins outside the museum’s main entrance*”).

Venue *

Venue: 1

Find a location

Portland, OR, USA



Portland
OR, USA



Portland International Airport (PDX)
Northeast Airport Way, Portland, OR, USA



USA Pawn & Jewelry
Southeast Powell Boulevard, Portland, OR, USA



USA Pawn & Jewelry
Southeast Stark Street, Portland, OR, USA



USA Performance Auto
Northeast Whitaker Way, Portland, OR, USA

Venue *

Venue: 1

Find a location

Search by city, neighborhood or place name

Venue

Portland

Address*

Portland, OR, USA

This only updates the address text, not the map location

Additional information

City-wide

ADD NEW LOCATION

Your Event (Example)

When

June 2-July 10, 2025
Every Monday, 4 p.m.-5 p.m.
Cost: Starting at \$22.00

Where

Various Locations
Portland
OR USA

Where

Various Locations
Portland
OR USA



credit: This is a placeholder for an image that is being



The following description was submitted by the event organizer.

Use this space to provide a clear, engaging overview of your event. Describe what attendees can expect—whether it's live music, local vendors, workshops, food trucks, or guest speakers. Include details like the event schedule, featured highlights, or any special themes.



You can also use this section to share helpful info such as age restrictions, accessibility accommodations, parking details, or what to bring. If your event is ticketed, it's a good idea to mention what the ticket includes and any pricing tiers or discounts.

Including Price Information

1. After [creating your event and adding your basic event details](#), scroll to the **“Event booking”** section.
2. Go to the area labeled **“Price information”**
3. You’ll see a few options to select from:

Price information

This event is free of charge
“Free” will be mentioned on the event card and the event will appear when users activate the Free filter

Price from \$
Please enter the lowest standard adult entry price. You can include more price details in the event description.

No price information

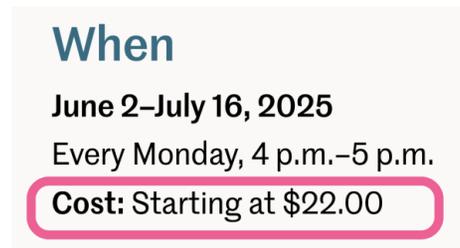
“This event is free of charge”

- Choose this option if your event is entirely free for attendees.
 - o Here’s how it will appear on your published event listing:

When
June 5–26, 2025
Days vary, Times vary
Free

“Price from”

- Use this field to display the lowest standard or typical price for attending the event, usually the general admission or adult rate.
 - If your event offers multiple pricing tiers—such as senior, child, or group rates—include those details in your **event description** or provide them via your **ticket link**.
 - Here’s how it will appear on your published event listing:

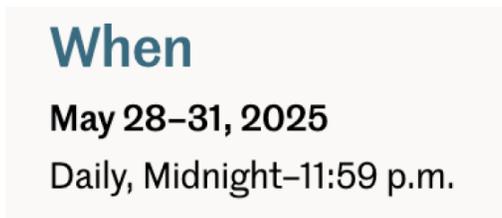


When
June 2–July 16, 2025
Every Monday, 4 p.m.–5 p.m.
Cost: Starting at \$22.00

The image shows a light gray rectangular box containing event details. At the top, the word "When" is written in a bold, blue font. Below it, the dates "June 2–July 16, 2025" and the time "Every Monday, 4 p.m.–5 p.m." are listed in a standard black font. At the bottom, the text "Cost: Starting at \$22.00" is enclosed in a rounded rectangular box with a pink border.

“No price information”

- Select this option if pricing is variable, complex, or not yet available.
 - You can include additional pricing details in your event description or provide them through your ticketing link.



When
May 28–31, 2025
Daily, Midnight–11:59 p.m.

The image shows a light gray rectangular box containing event details. At the top, the word "When" is written in a bold, blue font. Below it, the dates "May 28–31, 2025" and the time "Daily, Midnight–11:59 p.m." are listed in a standard black font.

4. **Optional:** Add extra pricing details in your event description

- a. You can include additional context, such as **“Tickets available at the door”** or **“VIP packages available”** in the **event description** field.
- b. **Tip:** Your event website will also be linked in the listing, so explaining all pricing options in detail is not always necessary.

New Features Added in June 2025

Pre-filling Your Event Using a Facebook Event Link

You can pre-fill your event using a Facebook Link or event ID to quickly populate basic event information.

1. From the **Homepage**, click **“Create New Event”**
2. Select **“Prefill with Facebook”**



3. Copy the **Facebook event link or event ID** from the URL.
4. Paste it into the field and click **“Prefill”**.

Prefill



Please provide the link or the ID of the Facebook event to import. You'll find the ID number in the URL of the event. It is typically composed of 16 digits

Facebook event link or ID

Prefilling with a Facebook event will overwrite your unsaved changes on this event.

CANCEL

PREFILL

Key event details—such as the event name, description, images, and more—will be automatically imported into your event form.

Tip: Before completing your event submission, fill in any required information that could not be imported from the Facebook event.

Adding Multiple Photos

If you don't have an event image, you can upload a photo or choose one from the Travel Portland Photo Library. Our event submission allows you to display up to 8 photos per event.

PORTLAND Things to Do in Portland Culture Neighborhoods Region Plan Your Trip

Events

Your Event (Example)

When
June 2 - July 16, 2025
Every Monday, 4 p.m. - 6 p.m.
Cost: Starting at \$22.00

Where
Portland
Venue Locations



TICKETS

WEBSITE

Facebook

Instagram

TikTok

You Can Call Us Portland



Watch on YouTube

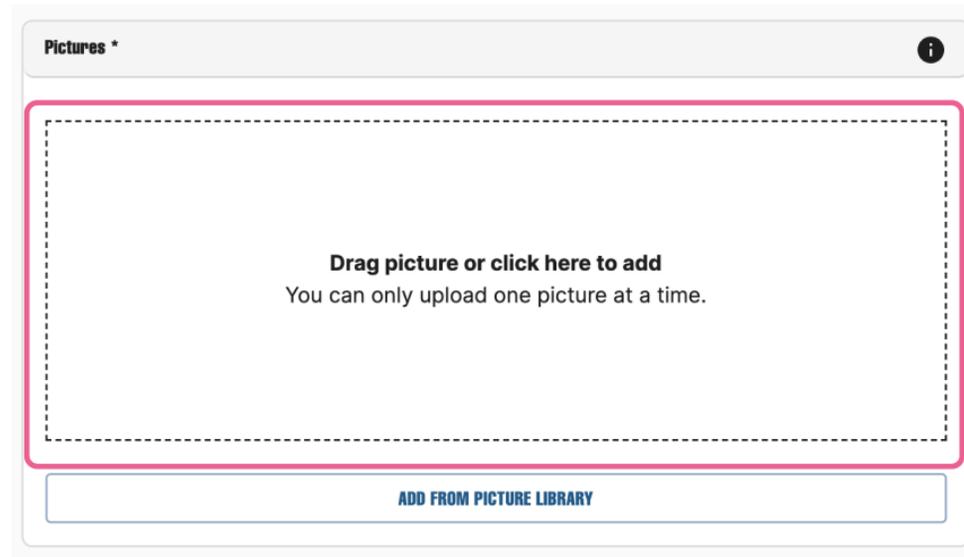
The following description was submitted by the event organizer:

Use this space to provide a clear, engaging overview of your event. Describe what attendees can expect—whether it's live music, local vendors, workshops, food trucks, or guest speakers. Include details like the event schedule, featured highlights, or any special themes.

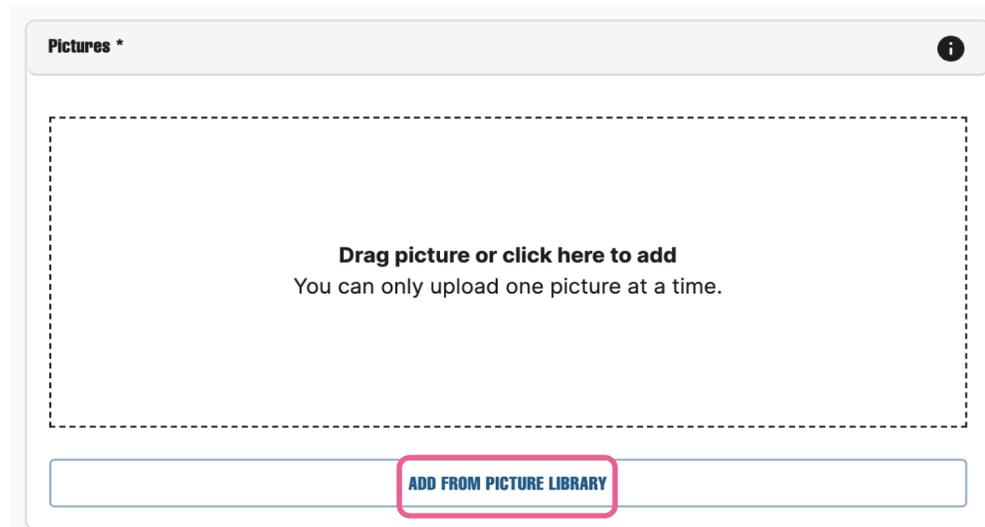


You can also use this section to share helpful info such as age restrictions, accessibility accommodations, parking details, or what to bring. If your event is ticketed, it's a good

1. After creating your event and adding your basic event details, scroll to the **“Pictures”** section
2. To upload your images, **click or drag them into the upload area.**
 - o **Tip:** All photos must be manually cropped to a 1:1 (square) ratio during upload.



3. To use an image from the **Travel Portland Photo Library**, click **"Add from Picture Library"** and select an image you want to include.



- **The first image you upload becomes your featured image** and will appear in the displayed in the “Pictures” section of the event submission form.
 - When your event is displayed, all uploaded images will appear in a slideshow. The slideshow starts with the last image you uploaded and ends with the featured image.
- To reorder or remove images, click “**Manage Pictures**”
- You can include photographer credit in the “**Picture Credit**” field and add “**Alt Text**” for accessibility.

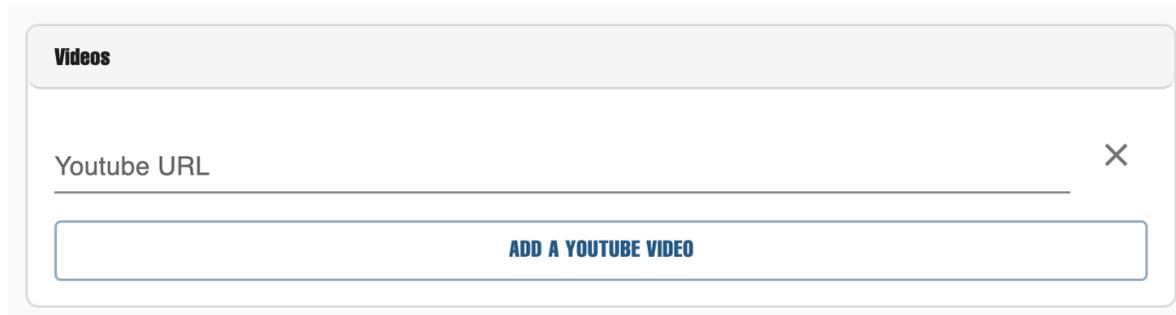
Adding a Featured YouTube Video

You can add a YouTube video for display on your event page to showcase your event:

The screenshot shows the 'Your Event (Example)' page on the Portland website. The page has a dark blue header with the 'PORTLAND' logo and navigation links: 'Things to Do in Portland', 'Culture', 'Neighborhoods', 'Region', and 'Plan Your Trip'. There are also icons for 'Log Out' and 'Plan My Account', and a search icon. The main content area is white and features the event title 'Your Event (Example)' in large blue font. Below the title, there are two columns of event details: 'When' (June 2-July 18, 2025, Every Monday, 4 p.m.-5 p.m., Cost: Starting at \$29.00) and 'Where' (Portland, Various Locations). A red arrow points to a video player showing a cityscape with the word 'PORTLAND' overlaid. To the right of the video player are buttons for 'TICKETS' and 'WEBSITE', and social media links for Facebook, Instagram, and TikTok. Below the video player, there is a section for the event description, followed by a large image of the Portland cityscape. At the bottom, there is a small text box providing additional information about the event.

1. After [creating your event and adding your basic event details](#), scroll to the **“Videos”** section.
2. Click **“Add A YouTube Video”**
 - o **Tip:** Only one video can be featured per event.

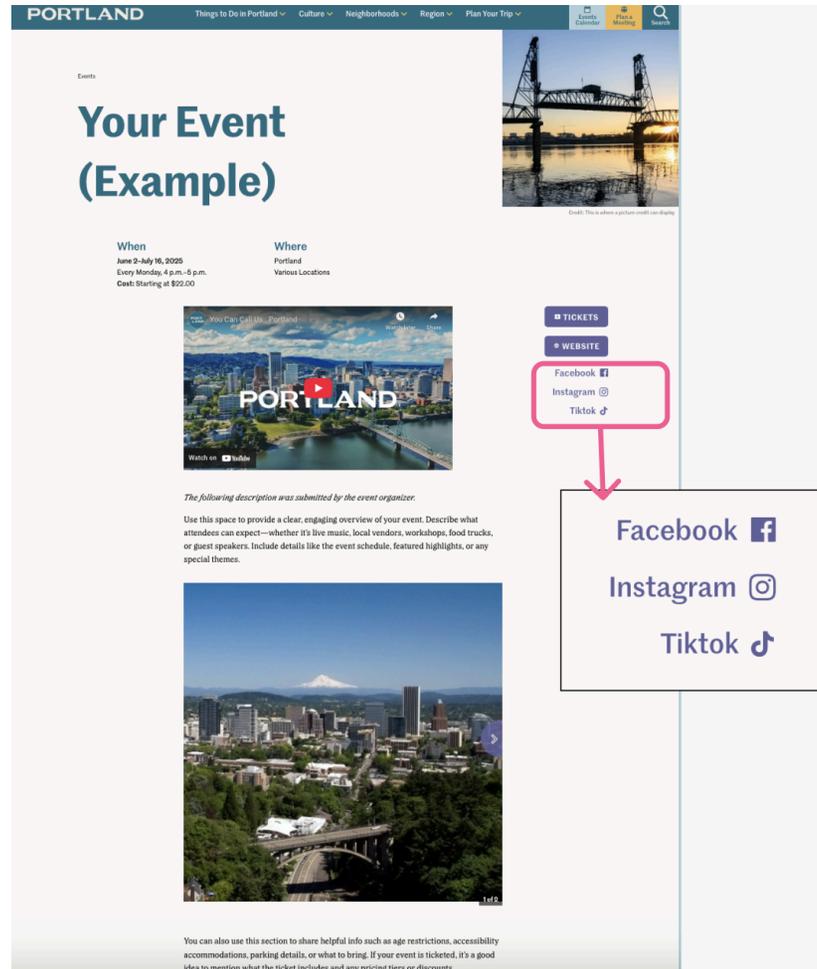
3. Paste the URL for a single YouTube video to display it directly on your event page, and then click **“ADD A YOUTUBE VIDEO”**.



The image shows a user interface for adding videos. It features a header labeled "Videos" in a light gray bar. Below the header is a text input field with the placeholder text "Youtube URL" and a small "X" icon on the right side. At the bottom of the form is a prominent blue button with the text "ADD A YOUTUBE VIDEO" in white, bold, uppercase letters.

Adding Social Media Links for the Host Organization

You can add Facebook, Instagram, or TikTok links to your event page.



1. After [creating your event and adding your basic event details](#), scroll to the **“Contact Information for Host Company/Organization”** section.
2. Click **“Add New Social Media Link”**
3. You can include **Facebook, Instagram, or TikTok** links to help attendees connect with your organization on social media.

The image shows a user interface for managing social media links. It consists of three stacked input fields, each with a close button (X) on the left, a platform name in a dropdown menu, and a URL field. The first field is for Facebook with the URL 'facebook.com/your_page'. The second is for Instagram with the URL 'instagram.com/your_page'. The third is for TikTok with the URL 'tiktok.com/your_page'. Below these fields is a button labeled 'ADD NEW SOCIAL MEDIA LINK', which is highlighted with a pink rectangular border.

Adding Contact Information for the Host Company/Organization

You can include contact information if you want attendees to be able to contact you with questions or special requests.

PORTLAND Things to Do in Portland Culture Neighborhoods Regions Plan Your Trip

Search

Your Event (Example)

When
June 3-July 16, 2015
Every Monday, 4:00 - 5:00 p.m.
Cost: Starting at \$20.00

Where
Portland
Various Locations




TICKETS

WEBSITE

Facebook

Instagram

Tumblr

The following description area submitted by the event organizer

Use this space to provide a clear, engaging overview of your event. Describe what attendees can expect—whether it's live music, local vendors, workshops, food trucks, or guest speakers. Include details like the event schedule, featured highlights, or any special themes.



You can also use this section to share helpful info such as age restrictions, accessibility accommodations, parking details, or what to bring. If your event is ticketed, it's a good idea to mention what the ticket includes and any pricing tiers or discounts.

This sample text is for demonstration purposes only and does not represent a real event. When you're ready to submit your own event, replace this with a description that gives attendees a reason to attend and helps them feel informed and excited.

Upcoming Dates & Times

- Monday, June 7
4 p.m. - 5 p.m.
- Wednesday, June 8
4 p.m. - 5 p.m.
- Monday, June 9
4 p.m. - 5 p.m.
- Wednesday, June 11
4 p.m. - 5 p.m.
- Monday, June 15
4 p.m. - 5 p.m.
- Wednesday, June 18
4 p.m. - 5 p.m.
- Monday, June 22
4 p.m. - 5 p.m.
- Wednesday, June 25
4 p.m. - 5 p.m.

View dates & times

Contact Event Organizer

(888) 503-3291
calendar@travelporland.com

Contact Event Organizer

(888) 503-3291
calendar@travelporland.com

Art & Design

1. After [creating your event and adding your basic event details](#), scroll to the “**Contact Information for Host Company/Organization**” section.
2. Enter an **email address** and/or **phone number** for the event organizer.
 - **Tip:** *This information is optional, but recommended for events requiring follow-up or direct communication*

Contact Information for Host Company/Organization
Please note that information provided in this section will be included in the public event listing

E-mail
Email of Company/Organization hosting the event _____

Phone number for Company/Organization hosting the event
 +1 _____