

VisitCentralCoast.com.au

Industry Dashboard - Events and News Creation

Version 1.0

23rd January 2019

Summary

Below you will find a sequential visual guide to the steps you need to follow to manage your business listing on VisitCentralCoast.com.au, the official visitor information website for the Central Coast. This includes creating and editing Events and News linked to your account via the buttons in the blue dashboard column on the left.

If you have any difficulties, please [contact us](#). We're here to help.

TOURISM CENTRAL COAST

Instructions

1. Login

Go to <https://www.visitcentralcoast.com.au/account-login>

Enter the email address and password for your listing. The default email address is the primary email contact to which we send monthly e-newsletters from Tourism Central Coast. If you have changed this or have asked this to be updated and cannot login please email help@tourismcentralcoast.com

If you don't know your password, simply click "Forgot Password" and a reset password email will be sent to that email account. Please make sure you check your spam folder, as these system generated emails can end up there.

Click on the link in the email and reset your password.


You can also create a new business listing account from this account Login Page, by clicking "Sign up"

If you're having any issues with Logging in or creating an account, please email help@tourismcentralcoast.com and we will check your details and fix any account issues.


CENTRAL COAST

Log in

Email *

 
Please enter your email address

Password *

Remember me

LOG IN

[Forgot your password?](#)

Don't have an account?

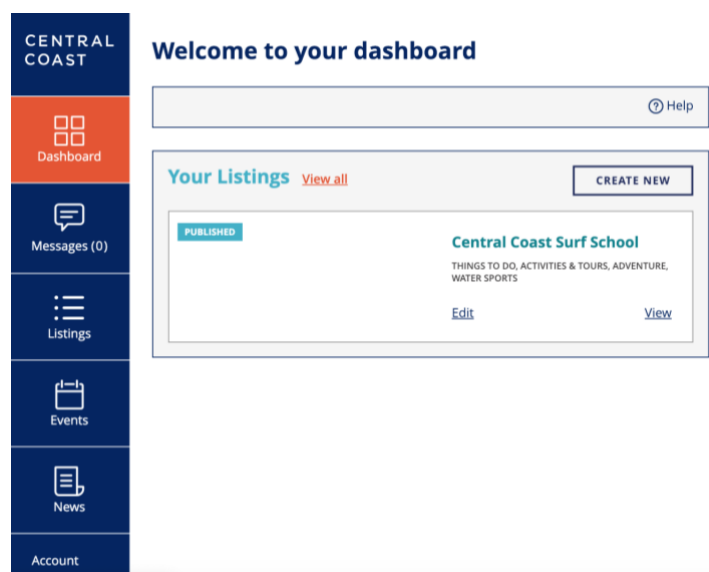
SIGN UP

TOURISM CENTRAL COAST

2. Creating a Business Listing

There are 4 tabs when you first enter

- Dashboard – Summary of all your business listings, events and news
- Messages – containing any comms with the system
- Listings – Where you can manage and create your business listings
- Events – Where you can manage your events
- News – where you can create any news stories for your business



Manage and Create

To manage your listing, click on the listing tab on the left, then you can either **edit** an existing listing

Or

Create New listing

Update your information and press **“save”**

Approval

Your listing will be submitted for review and usually updates will be approved within 24-48 hours. You will receive a system generated email when your listing has been approved.

3. Event Management

In order to create an event, you will need to create a Business Listing first. Click on the **Events** tab to access your existing Events OR **Create New**. Click the **Create New** button to add your event.

CREATE/EDIT EVENTS LISTING

Indicates required field *

Title *

Select Category *

- Events
 - Business Event
 - Community Event
 - Concert or Performance
 - Exhibition and Shows
 - Festivals and Celebrations
 - Food and Wine
 - Markets
 - Sporting Events
 - Classes, Lessons, Workshops and Talks

Sub-heading For Events

- The best headlines are short, punchy and to the point.
- You don't need to tell the whole story, just intrigue the reader enough to read on.

Here are a couple of examples:
Treat your taste buds at the [Town] Food Fair
Get ready to rock at the [Venue] Battle of the Bands

Event Description *

Please scroll down and fill in many fields as you wish, including

- event ticket booking URLs,
- social media and video links
- an image upload portal

Please make sure you enter the date of your event and if your event is recurring, you can continue to add subsequent dates by clicking **add another**

Gallery Images

- The more images you can provide, the more of a picture you can paint for the reader. Make sure they're all good, though. A bad one can undo all your good work.
- Again, please see terms and conditions for all the detail you need to know about copyright and ownership of the content you're sharing.
- Recommended image dimensions: 1500w x 800h
- DPI: 72dpi
- Format: jpeg
- File size: try and keep under 500KB. Maximum image size: 1mb

SELECT IMAGE(S) You can select up to 11 file entities (11 left).

Preview	Filename	Metadata	Operations	Order
No files yet				

Youtube Video Link To Insert

Use the following format: <http://www.example.com> or <http://example.com>

Recurring Date *

ADD ANOTHER ITEM

By submitting content on www.visitcentralcoast.com.au ("Website") you are deemed to have accepted these [Terms and Conditions](#).

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When you've completed all of the fields you wish to complete (including all mandatory fields), you can preview or save your event listing. Don't forget to check the radio button indicating you accept the Terms and Conditions.

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4. News Management

You can also create and edit a news item if you have an engaging, newsworthy story to share, by clicking on the News tab on the left

Click **Create New** and fill in the details of your newsworthy story.

CENTRAL COAST

Create/Edit News Listing

Indicates required field *

⚠ You did not add any Paragraph types yet.

- The best headlines are short, punchy and to the point.
- You don't need to tell the whole story, just intrigue the reader enough to read on.

▼ News Header Image *

- This is your main image, so chose one that compliments the news story you're going to include.
- Uncluttered images have more cut-through.
- **IMPORTANT:** You must have permission from the copyright owner to use any image(s) uploaded to visitcentralcoast.com.au
- Recommended minimum size of 1920 x 400px
- Recommended maximum size of image 2MB

SELECT IMAGE(S) You can select one file.

Preview	Filename	Metadata	Operations	Order
No files yet				

▼ News Header Mobile Image

- This is your main image, so chose one that compliments the news story you're going to include.
- Uncluttered images have more cut-through.
- **IMPORTANT:** You must have permission from the copyright owner to use any image(s) uploaded to visitcentralcoast.com.au

All listings are then reviewed prior to publishing. While every effort is made to publish news, we cannot guarantee that every news story submitted will be published on the site.