



USERS GUIDE

NORTHERN NECK EVENTS MANAGER

**For Questions, Suggestions, or Updates Contact
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NORTHERN NECK EVENTS MANAGER

MY NORTHERN NECK | NORTHERN NECK Business | NORTHERN NECK Leisure | NORTHERN NECK Classifieds | NORTHERN NECK In The Spotlight

SEARCH THE NECK [input] [Go] [Email]

Your Account

Welcome to the www.northernneck.com Extranet. We hope to provide you with simple access to all of your info.. if you would like to see something added here, feel free to [contact us](#) direct. Please select your destination from the menu below:

- [Edit your Account Information](#)
- [Real Estate Property Listings Manager](#)
- [Classified Ads Manager](#)
- ["In The News" Articles Manager](#)
- **[Northern Neck Events Manager](#)**
- [Private Calendar Manager](#)
- [Banner Ads & Stats Manager](#)
- [Personal/Company Website \(BLOG\) Manager](#)
- [View current and past orders](#)
- [Create Gift Registry](#)
- [Talk to Priority Support](#)

Allows you to:

- Add a new event to the NorthernNeck.Com Events Calendar
- Change an existing event entry
- Delete an event

Why Do I want to do this?

- Publicize Open House Events
- Announce realty-related events in which your customers may be interested
- Announce your speaking engagements or events in which you will be a participant

Opens to this screen

MY NORTHERN NECK | NORTHERN NECK Business | NORTHERN NECK Leisure | NORTHERN NECK Classifieds | NORTHERN NECK In The Spotlight | NORTHERN NECK Help & Support

SEARCH THE NECK [input] [Go] [Email] [Check Mail]

Your Account

Calendar Events Editor: [?]

January [blue arrow] 2007 [Edit]

1 Select the MONTH you want to add an event by first clicking the blue arrow box then selecting the month

2 2007 is the default year, but if you are entering an event for 2008 or later, Select the YEAR you want to add an event

3 When both the month and date are displayed, select the EDIT button to go to the EVENT EDITOR to add/edit/delete your event.

Calendar Events Editor:
January [blue arrow] 2007 [Edit]
January
February
March
April
May
June
July
August
September
October
November
December

NORTHERN NECK EVENTS MANAGER EDITOR

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SEARCH THE NECK [] [Go] [Email] [Check M.]

Your Account

Calendar Editor

Manage Events for May 2007

No events listed yet for this month.

New Event for May 2007

Day: 1

Event Name: []

Event Details: []

Event Calendar: []

- Update the Calendar! -

« Click here to [CANCEL](#) and return home.

1. Previously entered events for the selected month will appear in this area for you review, edit, or delete.

2. To enter a new item:

- SELECT the day of the month for the scheduled event
- NOTE: Only 1 day can be selected. If you want multiple days, you will need to enter the event for each day. Just use copy and paste to repeat the Event Details
- NOTE: The 1st is the default entry. If you forget to pick a day, then your entry will appear on the 1st day of the calendar month

file Edit View Favorites Tools Help

Create your free account today with the new...

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SEARCH THE NECK []

Your Account

Manage Events for May 2007
No events listed yet for this month.

New Event for May 2007

Day: 1

Event Name: []

Event Details: []

Event Calendar: []

- Update the Calendar! -

« Click here to [CANCEL](#) and return home.

3. Enter a name for the event

- The EVENT NAME will appear on the calendar

4. Enter a detailed description of the event

- NOTE: The Event Details will appear when the events for that day are selected for viewing by the user

5. Select UPDATE to post the event to the calendar

- Or press CANCEL to abort the event posting

- NOTE: HTML tags and links can be included in the Event Details description (See next page for example)

NORTHERN NECK EVENTS MANAGER EDITOR

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SEARCH THE NECK

Your Account

Calendar Editor

Manage Events for May 2007
No events listed yet for this month.

New Event for May 2007

Day: 18 **Example of Event Date**

Event Name: Open House **Example of Event Title**

Event Details: XYZ is hosting an Open House for serious prospective buyers at 123 Maple Lane, Menokin. **Example of Event Details**

Event Calendar:

« Click here to [CANCEL](#) and return home.

An entire entry might look something like this with HTML and links embedded in the text

<P>XYZ is hosting an Open House for serious buyer at 123 Maple Lane in Menokin.</P>
<P>Please stop by between 1:00 and 5:00 PM to view the lovely grounds and specious interiors, enjoy fresh baked cookies and coffee, pick up a brochure, and have your questions answered by Molly Sellers, <I>XYZ</I>'s broker representative.</P>
<P>Please call 804-555-1212 or EMAIL for additional information or directions. </P>

HTML TAGS USED:

- For every opening tag <> there must be closing tag </>
- <P> </P> Used to denote a paragraph; puts a blank line between paragraphs
- Used to **BOLD** a bit of text
- <I> </I> Used to *Italicize* a bit of text
- Used to assign a link to an object
 - For a web address the linkpathinfohere format is: <http://www.domainname.com>
 - For an email address the linkpathinfohere format is: <MAILTO:usermailaddress>
 - For a picture or image that you have uploaded to the web the linkpathinfohere format is the same as the web address but continues with additional path information:
<http://www.domainname.com/directory/image.jpg>
- The above are very simplistic examples...
 - Domain extensions may be .com, .org, .net, etc.;
 - Images extensions may be .jpg, .gif, .png, etc.

Northern Neck Events Calendar Entry Posted Results

The screenshot shows the Northern Neck Events Calendar website. At the top, there is a logo for Northern Neck.com and an advertisement for Ann Meekins Realty. Below the logo is a navigation bar with links for Northern Neck, Business, Leisure, Classifieds, In The Spotlight, and Help & Support. A search bar is located below the navigation bar. The main content area is titled "Calendar" and "Northern Neck Events Calendar" for May 2007. A calendar grid shows dates from 29 to 28. An event is listed for May 18: "Open House". To the right of the calendar is a "Your Account" section with a "Calendar Editor" form. The form includes fields for "Event Name" (Open House), "Event Details" (XYZ is hosting an Open House for serious prospective buyers at 123 Maple Lane, Menokin), and "Event Calendar". A link "Click here to CANCEL and return home." is also visible.

The screenshot shows the details for the "Open House" event on 5/18/2007. The event description is: "Open House - XYZ is hosting an Open House for serious prospective buyers at 123 Maple Lane, Menokin." Below the event details is a link "[Return to Calendar]". At the bottom of the page, there is a copyright notice: "Copyright © 2006, NorthernNeck.com, All rights reserved".

Northern Neck Events Calendar Entry Posted Results

Here is an actual event ad with various added links

Calendar

Link to the Menokin Bluegrass Festival Website

4/21/2007

Link to a Google Map of the address

4th Annual Menokin Bluegrass Festival -

4th Annual [Menokin Bluegrass Festival](#) will be held today from Noon to 6:00 PM at [4037 Menokin Road](#), near Warsaw, VA 22572. The Festival will feature Grammy Nominated bluegrass "supergroup" Blue Highway!

The Festival is an annual celebration of Virginia's musical heritage in the heart of the Northern Neck! Come early and stay all day for the finest Bluegrass in all of Virginia.

ADVANCE tickets can be purchased ONLINE by clicking [HERE](#); by calling 804-333-0512; or by sending a cashiers check or money order to Box 102, Warsaw, VA 22572.

Cost is \$20 per ticket. All seats are for lawn/general admission entry. Same day turn-around service upon delivery of check or money order.

Please make checks out to *The Menokin Foundation*.

Advance Tickets will also be available at local outlets in the Northern Neck, Richmond and Fredericksburg starting in spring 2007. Stay tuned for a complete list of outlets.

Yes, tickets are ONLY \$20.00 for the entire day of great music! Kids under 12 are always free...just remember to take 'em all home with you when you leave. Children left behind will be taught how to farm.

All proceeds benefit the [Menokin Foundation](#).

Link to the Menokin Bluegrass Festival Website Tickets Page

Link to the Menokin Foundation Website

NORTHERN NECK EVENTS MANAGER EDITOR

EDITING OR DELETING

An Existing Event Entry

Your Account

Calendar Editor

Manage Events for January 2007

Day:	Event Name:	Event Details:	
22nd	<input type="text" value="Mayor delivers St"/>	Mayor Smith delivers the State of the Town address to city council at 7:00 PM.	Delete
23rd	<input type="text" value="Public Hearings"/>	Public hearing set on pier extension at Mallard Bay	Delete
25th	<input type="text" value="Cancer Support G"/>	A Cancer Support Group will meet at Rappahannock General Hospital at 3:00 PM. Call 804-435-8593 for more information.	Delete

New Event for January 2007

Day: 1

Event Name:

Event Details:

Event Calendar:

- Update the Calendar! -

« Click here to [CANCEL](#) and return home.

1. After you have successfully updated the calendar, you can go back and edit or delete your entry.
2. The existing entries appear at the top part of the EDITOR while the “Add an Event” feature is available at the bottom. You can edit existing events and add a new event on the same update.
3. HOWEVER you if you delete an event, it the only update that can be done at that session.
4. **WARNING:** The DELETE button is at the bottom right edge for the entry to be deleted. If you hit the wrong delete button, that wrong item will be deleted and cannot be restored. It will have to be reentered.