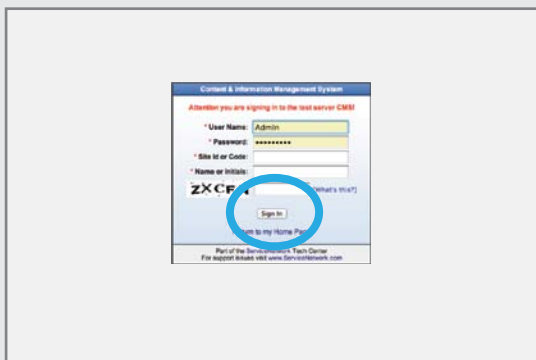


Creating A New Location/Area

ACCESSING THE AREA PROFILE

With Skycog™ creating a new location/area is a simple process. These locations/areas will be the main portal through which clients will find and register for your events. Therefore, it's important to take the time to provide tangible and helpful information. Here is how to access the Area Profile:

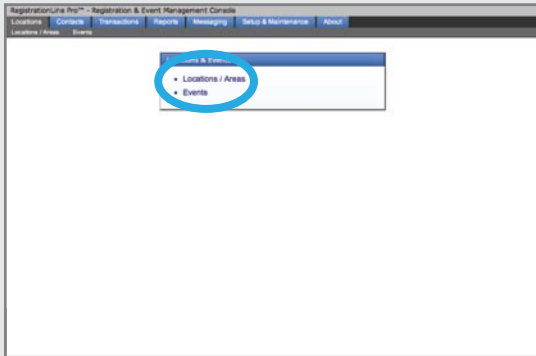


1 Log in to your Skycog™ account.



2 Click on the “Locations” Tab.





3 Click on the “Locations/Areas” Link.



4 Click “Add New.”



5 Fill out the Area Profile.

FILLING OUT YOUR AREA PROFILE

Create A Title – This will be the main name attributed to your location and will be displayed on the front end of your website.



City – Provide the city associated with your location/area.

County/Prov – Provide the county or province associated with your location/area.

US/CA State – Define the state where your location/area is located.

Country – Define the country where your location/area is located.

Create A Description – Within this field you will need to provide specific information about your location/area. It's important that this information is helpful but concise – remember that most people won't spend a lot of time reading information initially. This section is an open HTML field and therefore can be completely customized to your specifications. We encourage you to work with a designer to add photos, icons, and other media to enhance the overall visual impact. All of this content will be displayed beneath your location title on the front end of your website.

Create A Location Code – This location code will be used to differentiate different elements and events across your website. Make sure to make this specific code unique. We recommend that you establish a unique naming system for all of your locations.

Determine Location Capacity – Define the maximum number of participants your location can serve. This will provide valuable information for future reporting.

Change Status – Changing the status will regulate how the location is displayed and organized throughout your website. This is a powerful tool for regulating both active and inactive locations.

Active – The location/area will remain on the front end of your website and individuals can continue to access the pages.

Inactive – The location/area will be removed from the front end of your website but will remain searchable and editable within your Inactive Location's table.

Archive – The location/area will be removed from the front end of your website but will remain searchable and editable within your Archived Location's table.

