



find it here.™  
ohio.org

# Database How-To Manual

Updated 9/14/18

# General Guidelines

**Check your browser** – the database works best using Google Chrome

**Enable Pop Ups** – pop ups are required to submit your destination/event

If you have questions about your listings that this manual does not address, please contact [TourismOhio@development.ohio.gov](mailto:TourismOhio@development.ohio.gov)

## Eligibility

The following guidelines have been created to help users determine if a listing meets the qualifications for Ohio.org. The approval or rejection of all submissions is at the sole discretion of TourismOhio, which reserves the right to edit or refuse any listing.

Events **must meet at least one** of the following criteria to be considered:

- Event must take place inside the State of Ohio
- Must be of interest to tourists/travelers outside a 50-mile radius
- Must be open to the general public
- Events that showcase an area's unique character or heritage
- Events related to a major holiday that provides activities of interest to travelers
- Ethnic festivals that provides activities of interest to travelers
- County fairs
- Professional sporting events, both major and minor league. These can be individual games or full seasons.

Businesses **must meet at least one** of the following criteria to be considered:

- Must be of interest to tourists/travelers outside a 50-mile radius
- Open to the general public
- Open on a regularly scheduled basis
- Open for at least 12 consecutive weeks of the year
- Must have an official name and a permanent address inside State of Ohio
- Must be currently open or taking reservations for a future opening date

### Approval Process for Ohio.org Events & Destinations

Once a listing is submitted to the Ohio Events & Destinations database, it will go into a queue whereby a TourismOhio staff member or representative will approve the listing.

Because each listing is manually checked for accuracy, quality and to ensure it meets the guidelines above, the approval process can take up to **2 business days** (Monday through Friday, not counting major holidays) to complete.

## Terminology

**Deletion Request** – users must submit a deletion request to TourismOhio to have their listing removed from Ohio.org

**Listing** – a tourism destination or event

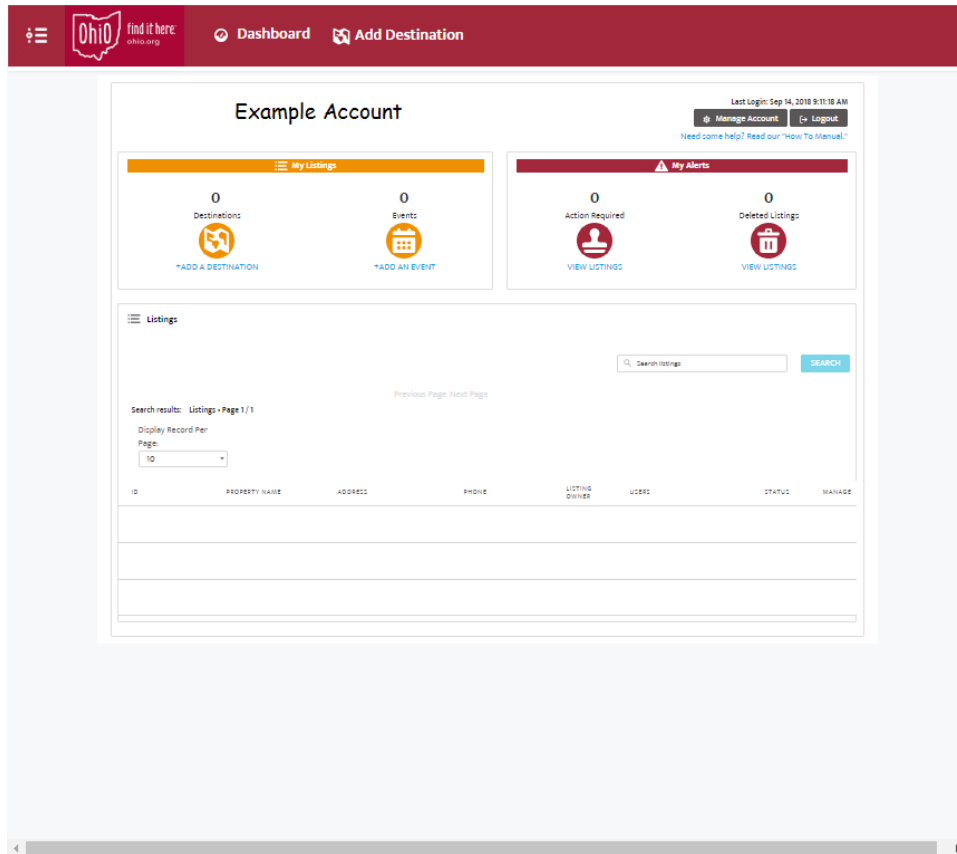
**Promotional Opportunity** – the Ohio.org website and travel publications designed and maintained by TourismOhio for the tourism industry to take advantage of **for free**.

**Publish my Destination under** – this field describes the name of a webpage on Ohio.org that a user would like their listing to appear under. E.g. destinations/events happening in New Albany would select “Columbus”.

**Status** – describes the state of a listing

- **Not Submitted** – listing has not been submitted for approval. User can still edit and add to the listing
- **Submitted** – listing has been submitted to TourismOhio for approval. Listings require 1-2 business days to be processed and approved
- **Approved** – listing has been approved by TourismOhio and will appear on Ohio.org. **Please note** approved listings are *not guaranteed* to appear in the publications.
- **Attention Required** – your listing did not meet the criteria. Reasoning will be provided to users via email. Users can then edit their listing to meet the criteria and re-submit.

# Adding a Destination



From your dashboard, click the **Add Destination** link found in the top menu bar. The new event form will be displayed.

You are required to enter the Destination Name, Address (including City, Zip, County and nearest major City), Destination Description, and Business Details.

**\*Publish my Destination under:** box determines where your listing will appear on the website within the city and region filters.

Please note: All descriptions have a minimum and maximum word count.

- Sell your destination! The more information and social media links you provide the better your business will look to potential visitors and the more discoverable it is both on the site and in search engines such as Google

**Tip** – copy and paste the full website url to avoid error messages.

Ohio find it here  
ohio.org

Dashboard Success Saved successfully

Destination Information   Destination Categories   Amenities   Photos & Video Link

**Save**   Submit Destination   Home

**Destination Information**

**Destination Information**

\* Destination Name  
Example Destination

\* Destination Address  
123 Example Street

\* City   \* State   \* Zip   \* County   \* Publish my Destination under:  
Example Town   OH   43210   Muckingham   Zanesville

Select Promotional Opportunities:

Ohio.org Website  
 Ohio Travel Guide (Printed)

Describe your listing here (400 characters minimum, 1500 characters maximum):  
\* Descriptions are required, your listing will be rejected without one.  
Vivamus elementum semper nisi. Aenean vulputate eleifend tellus. Aenean leo ligula porttitor eu.

Enter a shorter description for our print guide (100 characters maximum):  
\* Descriptions are required, your Destination will be rejected without one.  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ae

**Business Information:**

\* Email   \* Phone Number (local)   \* Website  
discoverohiotravel@gmail.com   614-555-5555   http://www.ohio.org/

**Social Media Links:**

Twitter   Display on Ohio.org?  
http://twitter.com/OhioFindItHere  

Facebook   Display on Ohio.org?  
http://www.facebook.com/OhioFindItHere  

Instagram   Display on Ohio.org?  
https://www.instagram.com/ohio.finditthere/  

Youtube   Display on Ohio.org?  
http://www.youtube.com/user/DiscoverOhioTravel  

Pinterest   Display on Ohio.org?  
http://www.pinterest.com/OhioFindItHere  

> Destination Categories

> Amenities

> Photos & Video Link

**Save**   Submit Destination

Once completed, click the **Save button** found at the top and bottom of the form.

- If a red error box appears, review the error message and correct or add the required data.
- If a green success box appears at the top of the form, you may move to the next dropdown. Click **Destination Categories** to display the next section.

The screenshot shows the 'Add Destination' form in the Ohio 'find it here' system. The form is divided into four main sections: Destination Information, Destination Categories, Amenities, and Photos & Video Link. The 'Destination Categories' section is currently active and expanded. It contains a grid of checkboxes for various categories. A red arrow points to the 'Save' button at the top of the form, and another red arrow points to the 'Save' button at the bottom of the form. The 'Destination Categories' section is expanded, showing a list of categories with some selected.

**Destination Categories**

Below are your currently selected categories for the product. You may select up to 5 appropriate categories.

<input type="checkbox"/> Bed & Breakfast	<input type="checkbox"/> Casino & Resorts	<input type="checkbox"/> Campgrounds & RV Parks	<input type="checkbox"/> Convention & Meeting Facilities
<input type="checkbox"/> Hotels & Lodging	<input type="checkbox"/> Inns & Unique Lodging	<input type="checkbox"/> Resorts	
<input type="checkbox"/> Adventure	<input checked="" type="checkbox"/> Arts & Culture	<input type="checkbox"/> Birding	<input checked="" type="checkbox"/> Educational Attractions
<input checked="" type="checkbox"/> Family Fun	<input type="checkbox"/> Music & Entertainment	<input type="checkbox"/> Hiking	<input type="checkbox"/> Shows & Theater
<input type="checkbox"/> Tours & Cruises	<input type="checkbox"/> Ziplines		
<input type="checkbox"/> Amusement & Water Parks	<input type="checkbox"/> Aviation & Space Exploration	<input type="checkbox"/> Beaches	<input type="checkbox"/> Botanical Gardens & Arboreta
<input type="checkbox"/> Halls of Fame	<input checked="" type="checkbox"/> Museums	<input type="checkbox"/> Parks & Nature	<input type="checkbox"/> Visitors Bureaus & Services
<input type="checkbox"/> Zoos & Wildlife			
<input type="checkbox"/> Breweries	<input type="checkbox"/> Distilleries	<input type="checkbox"/> Restaurants & Dining	<input type="checkbox"/> Wineries & Vineyards
<input type="checkbox"/> Baseball	<input type="checkbox"/> Basketball	<input type="checkbox"/> Boating & Recreational Watersports	<input type="checkbox"/> Canoeing, Kayaking & Paddling
<input type="checkbox"/> Cycling & Bike Paths	<input type="checkbox"/> Bowling & Action Sports	<input type="checkbox"/> Fishing	<input type="checkbox"/> Football
<input type="checkbox"/> Golf	<input type="checkbox"/> Hunting	<input type="checkbox"/> History	<input type="checkbox"/> Horse Racing
<input type="checkbox"/> Horseback Riding	<input type="checkbox"/> Soccer	<input type="checkbox"/> Motorsports	<input type="checkbox"/> Outdoor Activities
<input type="checkbox"/> Dining		<input type="checkbox"/> Sports & Recreation	
<input type="checkbox"/> Antiques	<input type="checkbox"/> Farmers Markets	<input type="checkbox"/> Flea Markets	<input type="checkbox"/> Shopping, Malls & Outlets
<input type="checkbox"/> Specialty & Gift Shops			
<input type="checkbox"/> African American Heritage	<input type="checkbox"/> Amish Heritage	<input type="checkbox"/> Civil War	<input checked="" type="checkbox"/> Historical Attractions
<input type="checkbox"/> Native American Heritage			

You are required to choose at least 1 category—but you may select up to 5 appropriate event categories. Once completed, click the **Save button** found at the top and bottom of the form.

- If a green success box appears at the top of the form, you may move to the next dropdown. Click **Amenities** to display the next section.

The screenshot shows a web interface for adding a destination. At the top, there is a navigation bar with the Ohio logo and the text 'find it here ohio.org'. Below this, there are two main buttons: 'Dashboard' and 'Add Destination'. The 'Add Destination' form is displayed, with a progress indicator at the top showing four steps: 'Destination Information', 'Destination Categories', 'Amenities', and 'Photos & Video Link'. The 'Amenities' section is currently active. It contains a text area with the placeholder text 'Enter your amenities in the text area below (100 characters maximum):' and a character count of '100'. Below the text area, there is a 'Save' button and a 'Submit Destination' button. Red arrows point to the 'Save' buttons at the top and bottom of the form.

List amenities offered by your business. Please note, there is character limit of 100. Once completed, click the **Save button** found at the top and bottom of the form.

- If a green success box appears at the top of the form, you may move to the next dropdown. Click **Photos & Video Link** to display the next section.



Ohio find it here ohio.org Dashboard Add Destination

Destination Information Destination Categories Amenities Photos & Video Link

Save Submit Destination Home

> Destination Information

> Destination Categories

> Amenities

▼ Photos & Video Link

Photos & Video Link: 1

Upload Main Photo

TITLE	PREVIEW	DELETE

Upload Files Or drag files

Upload Additional Photos

FILE TITLE	PREVIEW	DELETE

Upload Files Or drag files

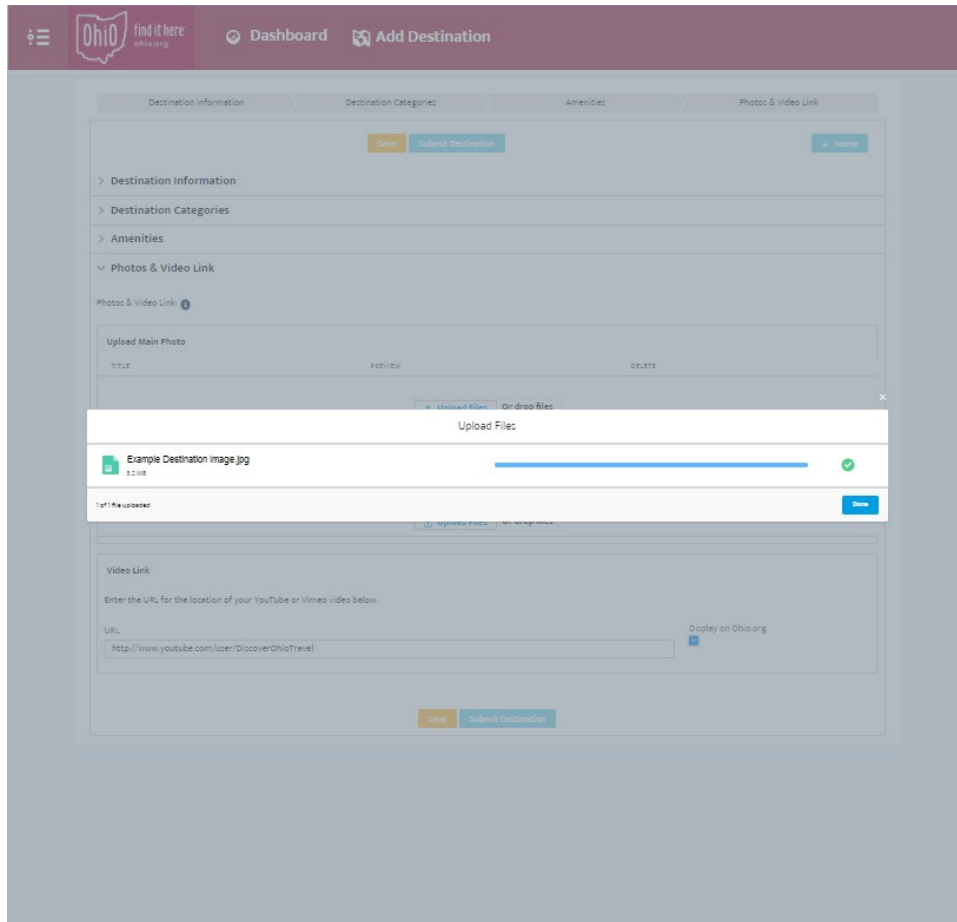
Video Link

Enter the URL for the location of your YouTube or Vimeo video below.

URL  Display on Ohio.org

Save Submit Destination

You are required to upload at least one image. Click **Upload Files** and locate your image to add.



Based on our research, the best tourism images meet the following measures:

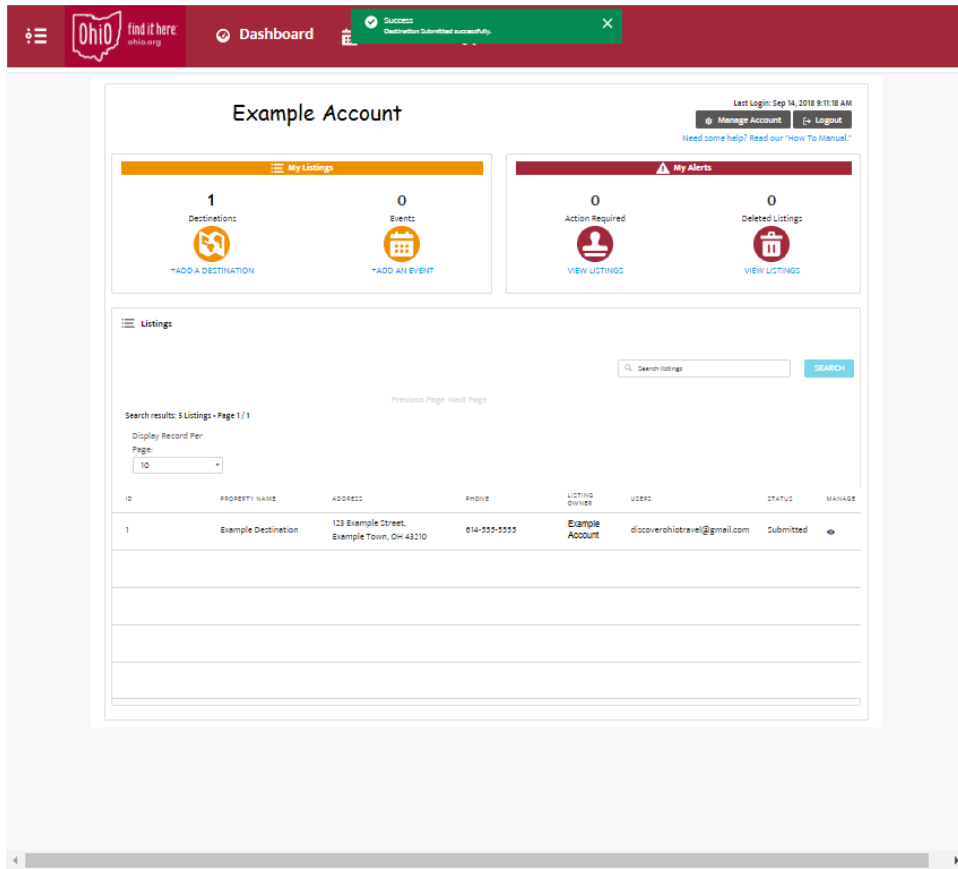
- People sharing connections and experiences
- Events, settings and activities which create a unique sense of place
- Representation of multicultural consumers

*Sell your destination!* The more pictures and videos you provide the better your business will look to potential visitors. You may upload an additional ten images.

The screenshot shows a web form for submitting destination information. At the top, there is a navigation bar with the Ohio logo and 'find it here: ohio.org'. Below this, a 'Dashboard' header is visible. The form itself is titled 'Destination Information' and has four main sections: 'Destination Information', 'Destination Categories', 'Amenities', and 'Photos & Video Link'. The 'Photos & Video Link' section is expanded and contains two sub-sections: 'Upload Main Photo' and 'Upload Additional Photos'. The 'Upload Main Photo' section has a table with columns for 'TITLE', 'PREVIEW', and 'DELETE'. An example row shows 'Example Destination Image.jpg' with a preview image and a delete button. Below this is an 'Upload Additional Photos' section with a similar table and an 'Upload Files' button. The 'Video Link' section has a text input field for a URL and a 'Display on Ohio.org' checkbox. At the top of the form, there are 'Save' and 'Submit Destination' buttons. At the bottom, there are 'Save' and 'Submit Event' buttons. Two red arrows are overlaid on the image: one pointing to the 'Submit Destination' button at the top and another pointing to the 'Submit Event' button at the bottom.

Once completed, click the **Save** button and then the **Submit** button found at the top and bottom of the form.

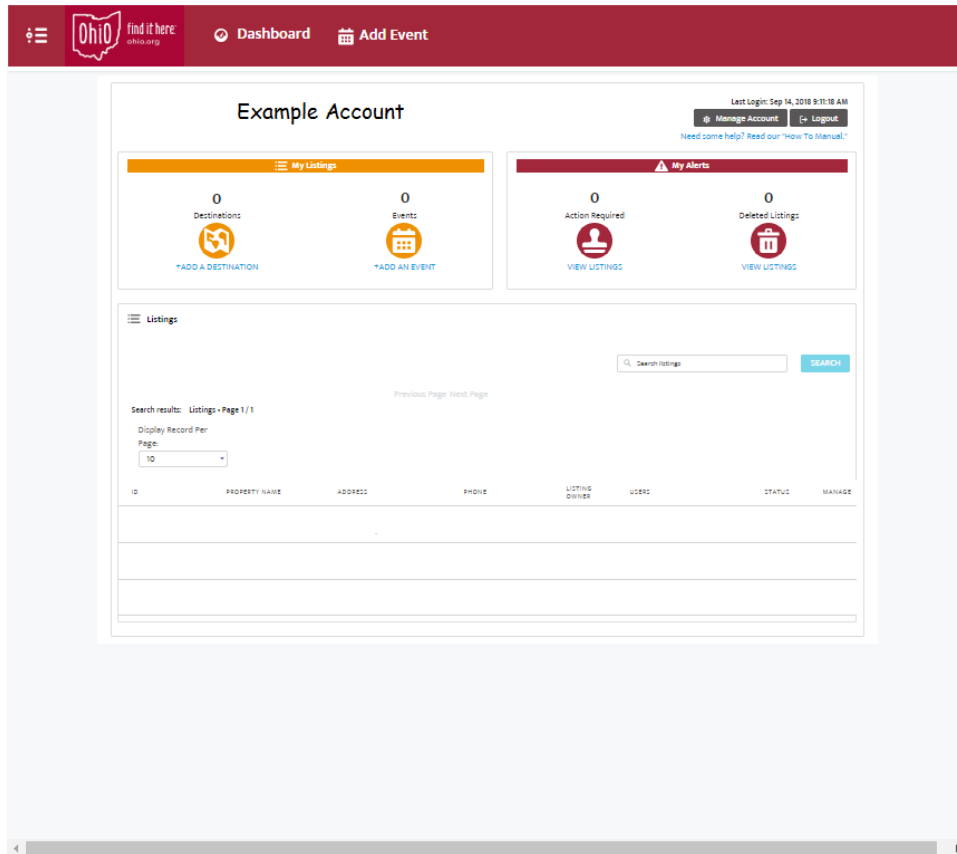
- If a red error box appears, review the error message and correct or add the required data, then re-click the **Submit** button



Upon completion, you will return to your dashboard and see a green success message at the top of your screen. The event will now populate your property listings.

Please note: Your event listing must be approved by TourismOhio before it will show up on Ohio.org.

# Adding An Event



From your dashboard, click the **Add Event** link found in the top menu bar. The new event form will be displayed.

find it here:  
ohio.org

[Dashboard](#)   [Add Event](#)

Event Information
Event Categories
Admission Fees & Amenities
Photos & Video Link

Save
Submit Event
Home

**Event information**

**Event Information**

\*Event Name

\*Event Address

\*City   \*State   \*Zip   \*Publish my event under:  
 OH        

Select Promotional Opportunities: ?

Ohio.org Website

Calendar of Events (Printed)

Describe your event here (400 characters minimum, 1500 characters maximum):  
\*Descriptions are required, your event will be rejected without one.

**Event Dates:**

\*Pick event Start Date   \*Pick event End Date  
  

**Hours:**

	ALL DAY?	START TIME	END TIME
Sunday	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Monday	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Tuesday	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Wednesday	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Thursday	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Friday	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Saturday	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>

**Venue Details:**

Venue Name   Venue Address   Venue Website  
     

**Organizer Details:**

\*Organizer Name   \*Organizer Contact   \*Organizer Address   \*Organizer Website  
        

**TripAdvisor Information:**

TripAdvisor ID   TripAdvisor Website  
  

**Social Media Links:**

Twitter      Display on Ohio.org?

Facebook      Display on Ohio.org?

Instagram      Display on Ohio.org?

Youtube      Display on Ohio.org?

Pinterest      Display on Ohio.org?

> **Event Categories**

> **Admission Fees & Amenities**

> **Photos & Video Link**

Save
Submit Event

You are required to enter the Event Name, Address (including City, Zip and nearest major City), Event Description, Event Dates, and Organizer Details.

**\*Publish my Event under:** box determines where your listing will appear on the website within the city and region filters.

Please note: All descriptions have a minimum and maximum word count.

- Sell your listing! The more information and social media links you provide the better your event will look to potential visitors and the more discoverable it is both on the site and in search engines such as Google

**Tip** – copy and paste the entire website URL to avoid error messages



Event Information

Event Categories

Admission Fees & Amenities

Photos & Video Link



Save Submit Event

Home

Event Information

Event Information

Event Name Example Event

Event Address 123 Example Street

City Example State OH Zip 43210 Publish my event under Zanesville

Select Promotional Opportunities

- Ohio.org Website
Calendar of Events (Printed)

Describe your event here (400 characters minimum, 1500 characters maximum)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

Enter a shorter description for our print guide (100 characters maximum)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor.

Event Dates:

Pick event Start Date 06/03/2019 Pick event End Date 06/09/2019

Hours:

Table with columns: ALL DAY?, START TIME, END TIME. Rows for Sunday through Saturday with time selection options.

Venue Details:

Venue Name Example Park Venue Address 456 Example Road Venue Website http://www.examplevenue.com

Organizer Details:

Organizer Name Example Group Organizer Contact 614-555-5555 Organizer Address 890 Example Way Organizer Website http://www.example.com

TripAdvisor Information:

TripAdvisor ID 5421 TripAdvisor Website https://www.tripadvisor.com/Event\_Review-g12345-d5421-Review-Example

Social Media Links:

Twitter http://twitter.com/OhioFindItHere Display on Ohio.org?
Facebook http://www.facebook.com/OhioFindItHere Display on Ohio.org?
Instagram https://www.instagram.com/ohio.finditthere/ Display on Ohio.org?
Youtube http://www.youtube.com/user/DiscoverOhioTravel Display on Ohio.org?
Pinterest https://www.pinterest.com/ohio.finditthere/ Display on Ohio.org?

Event Categories

Admission Fees & Amenities

Photos & Video Link



Save Submit Event



Once completed, click the **Save button** found at the top and bottom of the form.

- If a red error box appears, review the error message and correct or add the required data.
- If a green success box appears at the top of the form, you may move to the next dropdown. Click **Event Categories** to display the next section.

The screenshot shows the 'Add Event' form in the Ohio 'find it here' system. The form is divided into four main sections: 'Event Information', 'Event Categories', 'Admission Fees & Amenities', and 'Photos & Video Link'. The 'Event Categories' section is currently active and expanded. It contains a list of categories grouped into several sections: Shopping, Things To Do, Sports, Food, Holiday & Seasonal Celebrations, and Music & Live Entertainment. Each category has a checkbox, and some are already checked. A red arrow points to the 'Save' button at the top of the form, and another red arrow points to the 'Save' button at the bottom of the form.

Category	Selected
Shopping:	
Antiques & Shopping	<input type="checkbox"/>
Craft Shows & Shows	<input type="checkbox"/>
Farmers Markets	<input type="checkbox"/>
Things To Do:	
Arts & Cultural	<input checked="" type="checkbox"/>
Automotive & Car Shows	<input type="checkbox"/>
Fairs & Festivals	<input checked="" type="checkbox"/>
History & Heritage	<input type="checkbox"/>
Nature & Outdoors	<input type="checkbox"/>
Theater & Film	<input type="checkbox"/>
Family & Kids	<input type="checkbox"/>
Sports:	
Amateur Sports	<input type="checkbox"/>
College Sports	<input type="checkbox"/>
Professional Sports	<input type="checkbox"/>
Competitions & Tournaments	<input type="checkbox"/>
Food:	
Beverages & Craft Brew Events	<input checked="" type="checkbox"/>
Wine Tastings & Events	<input type="checkbox"/>
Food Festivals	<input type="checkbox"/>
Restaurant Week Events	<input type="checkbox"/>
Holiday & Seasonal Celebrations:	
Valentine's Day	<input type="checkbox"/>
Thanksgiving	<input type="checkbox"/>
Independence Day	<input type="checkbox"/>
Halloween	<input type="checkbox"/>
Easter	<input type="checkbox"/>
Christmas	<input type="checkbox"/>
St. Patrick's Day	<input type="checkbox"/>
Music & Live Entertainment:	
Symphony/Orchestra	<input type="checkbox"/>
Cover/Variety	<input type="checkbox"/>
Electronic	<input checked="" type="checkbox"/>
R&B	<input type="checkbox"/>
Country	<input checked="" type="checkbox"/>
Jazz/Blues	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>

You are required to choose at least 1 category—but you may select up to 5 appropriate event categories. Once completed, click the **Save button** found at the top and bottom of the form.

- If a green success box appears at the top of the form, you may move to the next dropdown. Click **Admission Fees & Amenities** to display the next section.

The screenshot shows the 'Add Event' form in the Ohio 'find it here' system. The 'Admission Fees & Amenities' section is expanded, showing a table of existing admission fees and a form to add new ones. The table lists rates for Child (Under 3), Youth (Ages 10 & under), Adult (Ages 19-64), and Seniors (Ages 65+). Below the table is a '+ Add Admission Fees' link. A red arrow points to this link. Below the link is the 'Add Admission Fee details' form, which has fields for 'Rate Name' (containing 'College Student') and 'Admission Fee' (containing '\$32.00'). A red arrow points to the 'Add' button in this form. Below the form is a 'Link to Buy Tickets' field and an 'Amenities' text area. At the bottom of the form are 'Save' and 'Submit Event' buttons.

RATE NAME	ADMISSION FEE	MANAGE
Child (Under 3)	\$0.00	
Youth (Ages 10 & under)	\$32.00	
Adult (Ages 19-64)	\$40.00	
Seniors (Ages 65+)	\$32.00	

+ Add Admission Fees

**Add Admission Fee details**

Rate Name:  Admission Fee:

Link to Buy Tickets:

**Amenities**

Enter your amenities in the text area below (100 characters maximum):

Click **+ Add Admission Fees** to add admission information and rates to your event listing. After entering the Rate Name and Admission Fee, click the **Add button**.

For FREE rates, simply enter "0.00".

Ohio find it here: ohio.org

Dashboard Add Event

Event Information Event Categories Admission Fees & Amenities Photos & Video Link

Save Submit Event Home

> Event Information

> Event Categories

Admission Fees & Amenities

Admission Fees

RATE NAME	ADMISSION FEE	MANAGE
Child (Under 3)	\$0.00	✎ 🗑
Youth (Ages 10 & under)	\$2.00	✎ 🗑
Adult (Ages 19-64)	\$40.00	✎ 🗑
Seniors (Ages 65+)	\$2.00	✎ 🗑
College Student	\$2.00	✎ 🗑

+ Add Admission Fees

Link to Buy Tickets:

Amenities

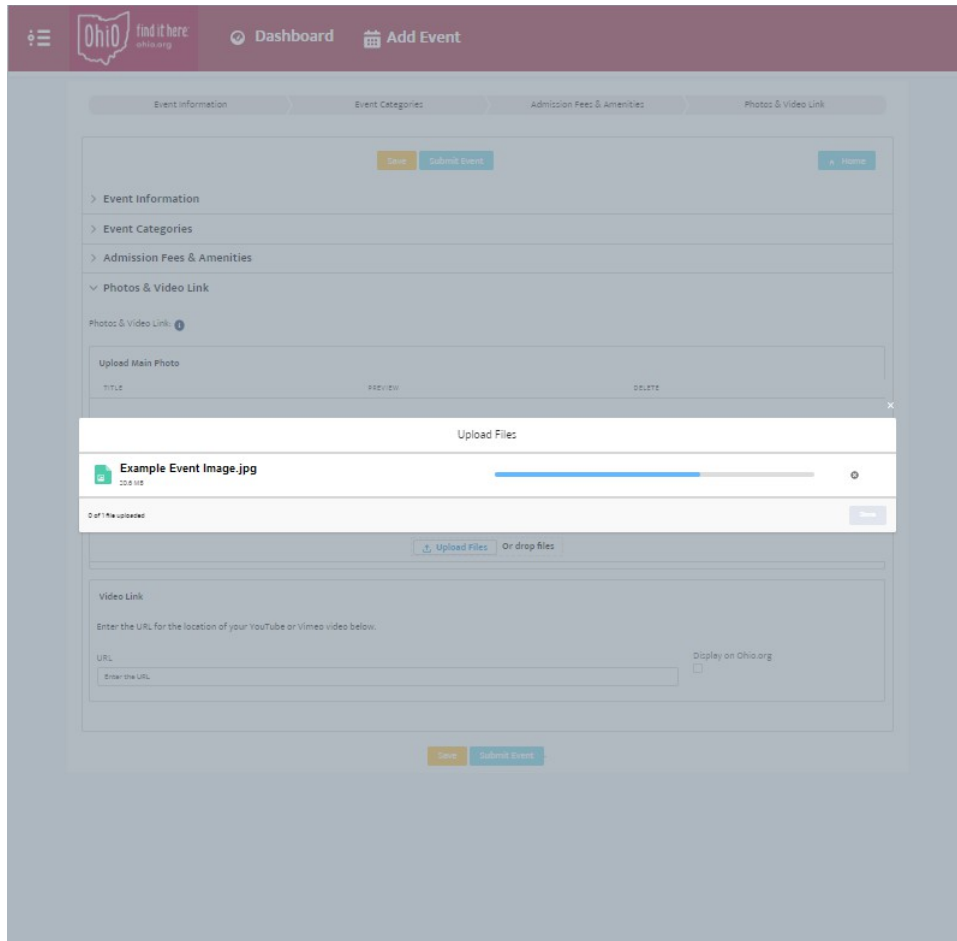
Enter your amenities in the text area below (100 characters maximum)

> Photos & Video Link

Save Submit Event

Once completed, click the **Save button** found at the top and bottom of the form.

- If a green success box appears at the top of the form, you may move to the next dropdown. Click **Photos & Video Link** to display the next section.



You are required to upload at least one image. Click **Upload Files** and locate your image to add.

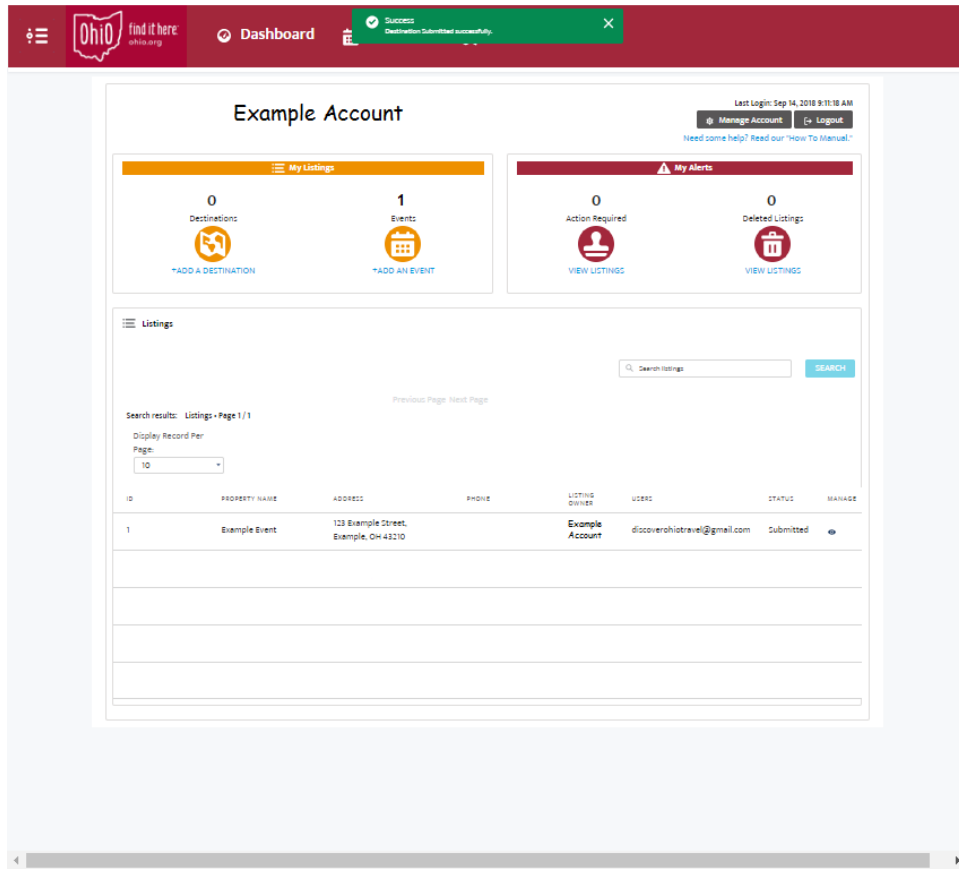
Based on our research, the best images meet the following measures:

- People sharing connections and experiences
- Events, settings and activities which create a unique sense of place
- Representation of multicultural consumers

*Sell your listing!* The more pictures and videos you provide the better your business will look to potential visitors. You may upload an additional ten images.

Once completed, click the **Save** button and then the **Submit Event** button found at the top and bottom of the form.

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