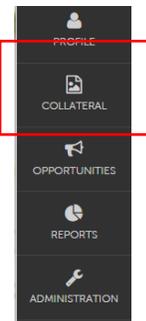


# How to Submit Events and Special Offers

VSB's Member Extranet makes it easier than ever to manage events, special offers, and changes to your microsite. To get started, simply log into the Member Extranet, located [HERE](#)\*

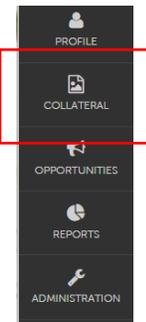
**1. To add an event, once logged in:**

- a. Go to the tool bar on the left and click COLLATERAL
- b. Click on CALENDAR OF EVENTS
- c. Click 
- d. Fill out all Event Information
- e. Add image by selecting from Image Gallery
- f. When complete, hit 



**2. To add a special offer, once logged in:**

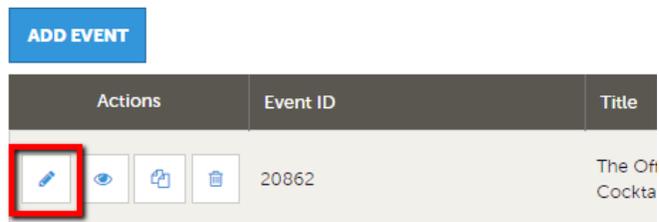
- a. Go to the tool bar on the left and click COLLATERAL
- b. Click on SPECIAL OFFERS
- c. Click 
- d. Fill out all Offer Information
- e. Add image by selecting from the Offer Image tab
- f. When complete, hit 



**PLEASE NOTE:** Once you submit an event or special offer, you will not be able to edit until it has been approved by Visit Santa Barbara. Before submitting, please confirm that all information is correct. You will be notified when the event or offer has been approved. Once approved, you will be able to make any additional changes necessary.

To edit an event or offer:

- a. Follow steps a and b from the above instructions
- b. Click the pencil icon next to listing you wish to edit
- c. When complete, hit save



\*If you have questions or need log-in credentials, please contact [membership@SantaBarbaraCA.com](mailto:membership@SantaBarbaraCA.com) or call Visit Santa Barbara at (805)966-9222.