HOW TO ADD A NEW EVENT INTO RTHLIVE

	WHAT DO I DO?	WHY DO I DO IT?
1	SIGN IN TO RTHLIVE.COM USING YOUR USERNAME AND PASSWORD	USERNAME IS YOUR FIRST AND LAST NAME. PW IS WHAT YOU CHOOSE.
2	FIRST USE THE SEARCH BAR IN THE UPPER RIGHT HAND CORNER TO SEE IF THE PROSPECTING CLIENT IS ALREADY AN EXISTING CLIENT	IF THIS IS AN EXISTING CLIENT, THIS MINIMIZES CLIENTS HAVING MORE THAN ONE ACCOUNT IN OUR SYSTEM WHICH CAN GET CONFUSING IN THE LONG RUN
3	IF YOUR SEARCH RESULTS IN FINDING THE CLIENT, CLICK ON THEIR NAME, CLICK 'ADD NEW EVENT' IN THE UPPER RIGHT HAND CORNER, AND SKIP DOWN TO LINE 17	
4	IF YOUR SEARCH RESULTS IN NO RESULTS, OR NOT THE CLIENT YOU ARE SEARCHING FOR, CLICK ON 'ADD EVENT' UNDER THE 'MAIN MENU' TOOLBAR ON THE LEFT HAND SIDE, AND CONTINUE TO LINE 5	
5	FIELDS THAT ARE REQUIRED TO BE FILLED IN: CONTACT INFORMATION	
6	FIRST NAME	
7	LAST NAME	
8	ORGANIZATION (IF THE HAVE ONE)	IF THE CLIENT INFORMATION IS NOT GATHERED, IT MAY RESULT IN A SALES REPRESENTATIVE NOT BEING ABLE TO ACCURATELY GET AHOLD OF THE CLIENT, SEND PHOTOS AFTER THE EVENT, ETC.
9	ADDRESS	
10	CITY/STATE/ZIP CODE	
11	TELEPHONE (HOME OR CELL, ADDITIONAL WORK IF POSSIBLE)	
12	EMAIL ADDRESS	
13	FIELDS THAT ARE REQUIRED TO BE FILLED IN: EVENT INFORMATION	NOT ALL EVENT INFORMATION IS AVAILABLE AT THE TIME OF INQUIRY. FILL OUT AS MUCH INFORMATION AS POSSIBLE.
14	DATE OF EVENT	
15	TYPE OF EVENT	
16	SET UP TIME	MINIMUM SET UP TIME FOR AN EVENT IS 2-HOURS PRIOR TO THE START TIME. SHOULD ADDITIONAL TIME BE NEEDED, THE QUOTE BREAKS DOWN THE AMOUNT OF HOURS NECESSARY TO LOAD IN.
17	START TIME	
18	END TIME	
19	EVENT NAME (IF APPLICABLE)	
20	GUEST(S) OF HONOR (IF APPLICABLE)	
21	THEME (IF APPLICABLE)	

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22	FIELDS THAT ARE REQUIRED TO BE FILLED IN: BOOKING INFORMATION	BOOKING INFORMATION IS IMPORTANT FOR ACCURATE REPORTS AND ANALYTICS TO BE RUN ON A QUARTERLY AND YEARLY BASIS. INCONSISTANT BOOKING INFORMATION SKEWS THE DATA REPORTED ON OUR VERTICALS.
23	INITIAL CONTACT DATE	
24	SOURCE OF INQUIRY	HOW DID THE CLIENT HEAR ABOUT US? B2B = BUSINESS TO BUSINESS CLIENT
25	FIELDS THAT ARE REQUIRED TO BE FILLED IN: VENUES	THE VENUE IS NOT ALWAYS AVAILABLE AT TIME OF BOOKING BUT IF THEY KNOW IT, PLEASE ADD ACCORDINGLY.
26	VENUE #1	CAN'T FIND THE VENUE IN THE DROPDOWN MENU, CLICK ON VENDORS ON THE LEFT HAND SIDE BAR UNDER 'MAIN MENU' TO DOUBLE CHECK IT'S NOT LISTED IN A DIFFERENT PART OF THE ALPHABET (I.E. 'ARCADE' IS ACTUALLY LISTED UNDER 'THE ARCADE')
27		IF THE VENUE IS STIL NOT THERE, RETURN TO YOUR NEW EVENT BY CLICKING THE BACK BUTTON AND THEN CLICK ON 'NEW VENUE' AND ADD INFORMATION ACCORDINGLY.
28		IF THE VENUE IS A CLIENT'S RESIDENCE, CLICK ON 'NEW VENUE' AND YOU CAN CHECK MARK THE BOX THAT SAYS 'SAME AS CLIENT'
29	ROOM (IF APPLICABLE)	
	FIELDS THAT ARE REQUIRED TO BE FILLED IN: EMPLOYEES	
	SHOP TIME	THIS SHOULD BE SET 30 MINUTES PRIOR TO THE DEPART RTH TIME
	DEPART RTH	THIS SHOULD BE SET AT A STANDARD 30 MINUTES (OR THE ADDITIONAL NECESSARY TIME NEEDED) TO DRIVE TO THE VENUE TO BE THERE AT THE SCHEDULED SET UP TIME
	IS THE EVENT OUTSIDE	MARK YES OR NO
30	FIELDS THAT ARE REQUIRED TO BE FILLED IN: EVENT DETAILS	EVENT DETAILS ARE NOT ALWAYS AVAILABLE AT THE TIME OF BOOKING BUT IF THEY KNOW IT, PLEASE ADD ACCORDINGLY
31	GUEST COUNT	GUEST COUNT IS MOST IMPORTANT FOR EVENTS THAT HAVE AN AUDIO SOLUTION OR A PHOTO OPTION. THIS CHANGES THE NEEDS OF THE EVENT.
32	RTH ATTIRE	THIS IS HOW EVENT STAFF KNOW WHAT TO WEAR ON THE SHOW AND ENSURES THAT THEY ARE DRESSED APPROPRAITELY.
33	CLICK SAVE	RTHLIVE DOES NOT AUTOMATICALLY SAVE. THIS ENSURES YOUR WORK HAS BEEN SAVED IN RTHLIVE.

CONGRATULATIONS! YOU HAVE NOW COMPLETED YOUR TASK OF ADDING AN EVENT INTO RTHLIVE.