



Event Import Instructions

When your organization has more than 25 events which you would like listed on one or more Tour sites, those events can be automatically imported into the events database, saving you time. All you need to do is submit your file following these simple guidelines:

Note that because the files are imported electronically, failure to follow the directions could result in your file being rejected by the system and returned to you for corrections, so please follow the directions and sample carefully.

1. Organize your data in an excel file (.xls), using the following instructions:

Field name (Column Heading)	Size	Required	Required Format
Title	500 characters max	Yes	
Start Date	Date	Yes	mm/dd/yyyy
End Date	Date	Yes	mm/dd/yyyy
Address	300 characters max	Yes	
City	300 characters max	Yes	
State	2 characters max	Yes	
Zip	5 characters max	Yes	
Phone	300 characters max	Optional	
Email	300 characters max	Optional	
URL	300 characters max	Optional	
Description	3000 characters max	Yes	
Category	100 characters max	Optional	
Time	300 characters max	Optional	
Cost	300 characters max	Optional	
Attendance	300 characters max	Optional	
Reoccurrence	300 characters max	Optional	

****DO NOT use commas anywhere in the title, date, address, city, state, zip, phone, email or URL fields.**

2. Upload your file at <http://materials.TheTourSites.com>.

That's all there is to it! You can submit files as often as you'd like (assuming each subsequent file would have 25 new events).

Have questions? Contact us at 1.855.GoToAJR.



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