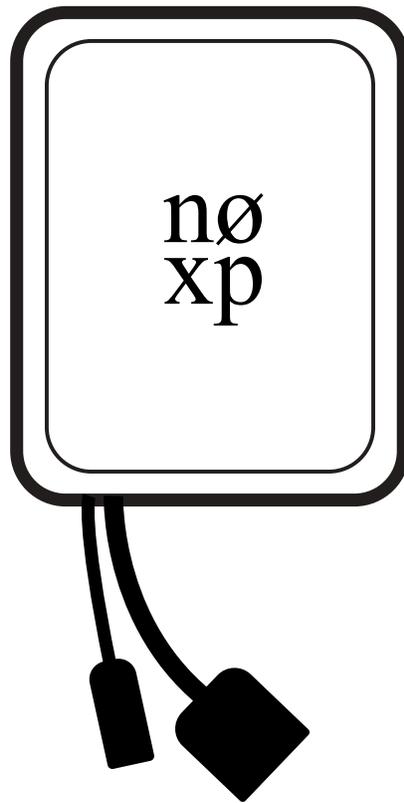


# MANUAL

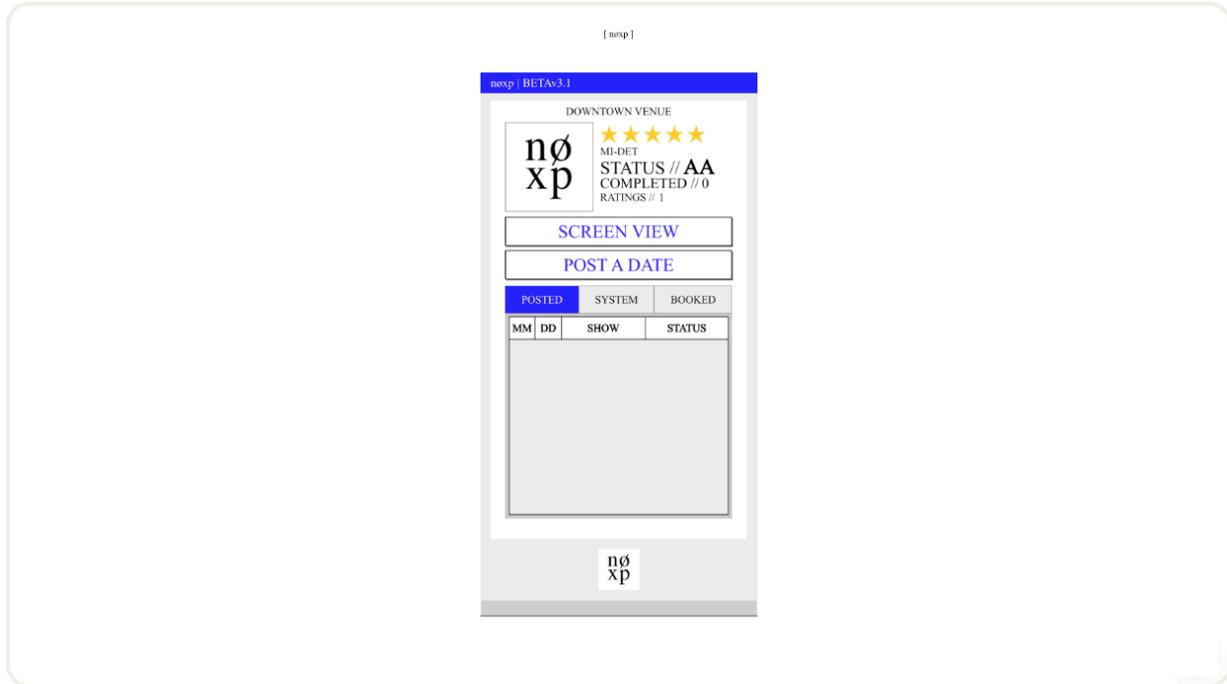


DISPLAY UPCOMING EVENT IMAGES  
ON YOUR SCREENS

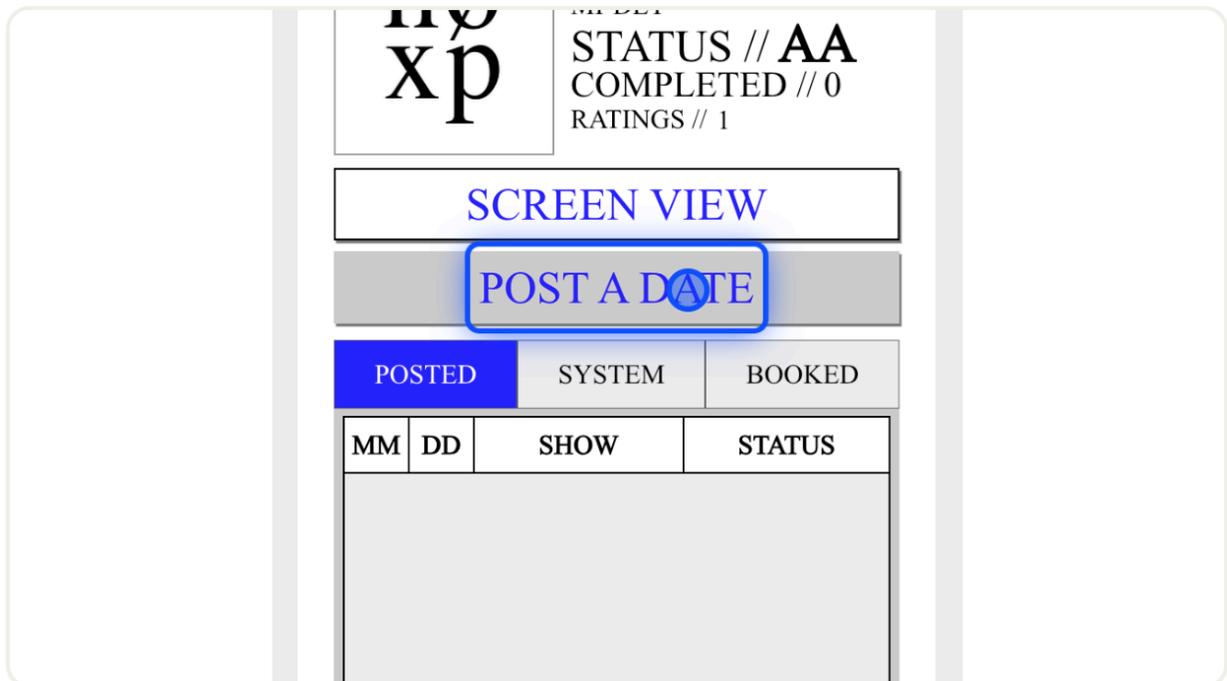
# DISPLAYING PRE-BOOKED EVENT IMAGES

## 1. OPEN YOUR DASHBOARD USING YOUR VENUE DASHBOARD URL

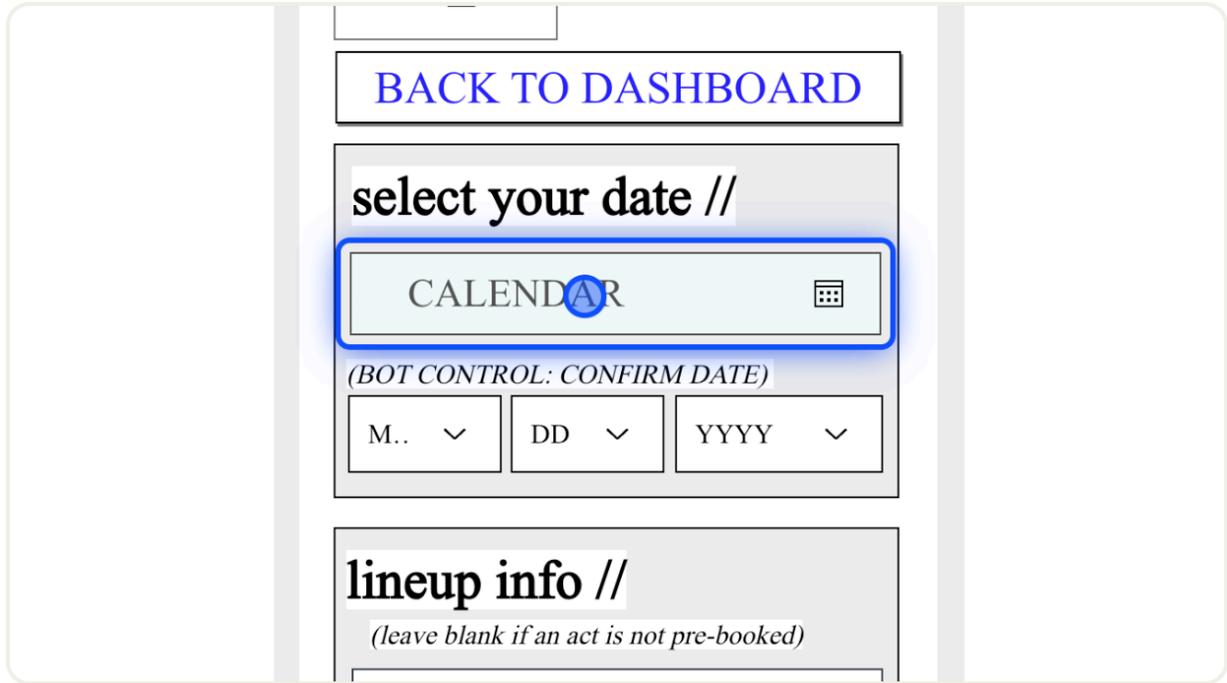
USING YOUR ASSIGNED 5-DIGIT VENUE PIN, YOUR VENUE DASHBOARD IS '[WWW.NOXP.ORG/VENUE/#####](http://WWW.NOXP.ORG/VENUE/#####)'



## 2. CLICK ON POST A DATE

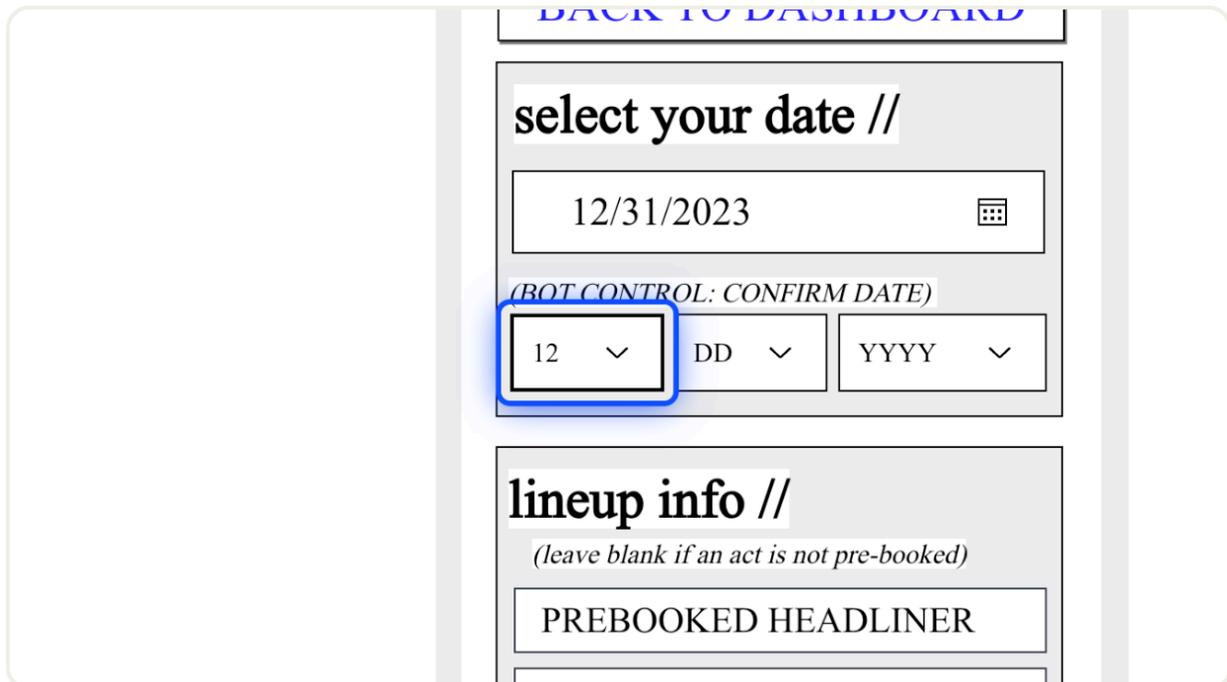


3. ONCE THE **DATE SUBMISSION PAGE** HAS OPENED, CLICK ON THE **CALENDAR** AND SELECT YOUR EVENT'S **DATE**



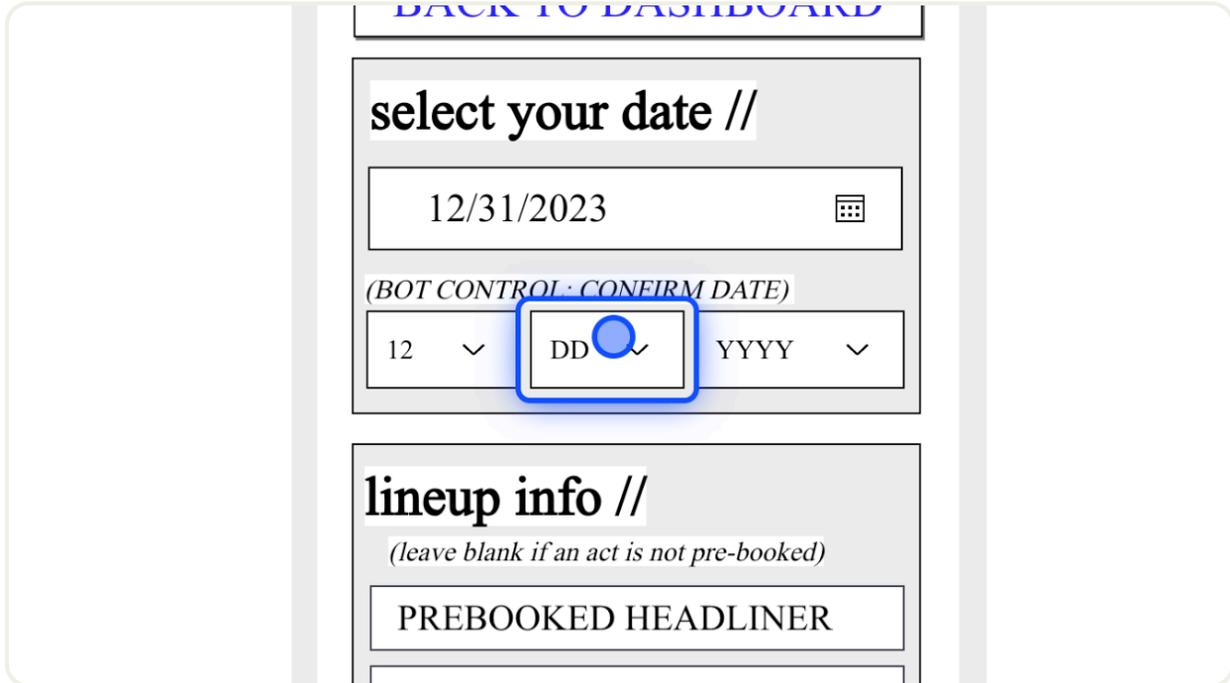
The screenshot shows a web form titled "select your date //". At the top is a blue button labeled "BACK TO DASHBOARD". Below the title is a light blue button labeled "CALENDAR" with a calendar icon, which is highlighted with a blue border. Underneath is the text "(BOT CONTROL: CONFIRM DATE)". Below that are three dropdown menus for "M..", "DD", and "YYYY". At the bottom of the form is a section titled "lineup info //" with the instruction "(leave blank if an act is not pre-booked)".

4. CLICK ON THE **MM** DROPDOWN AND CONFIRM YOUR EVENT DATE'S **MONTH**



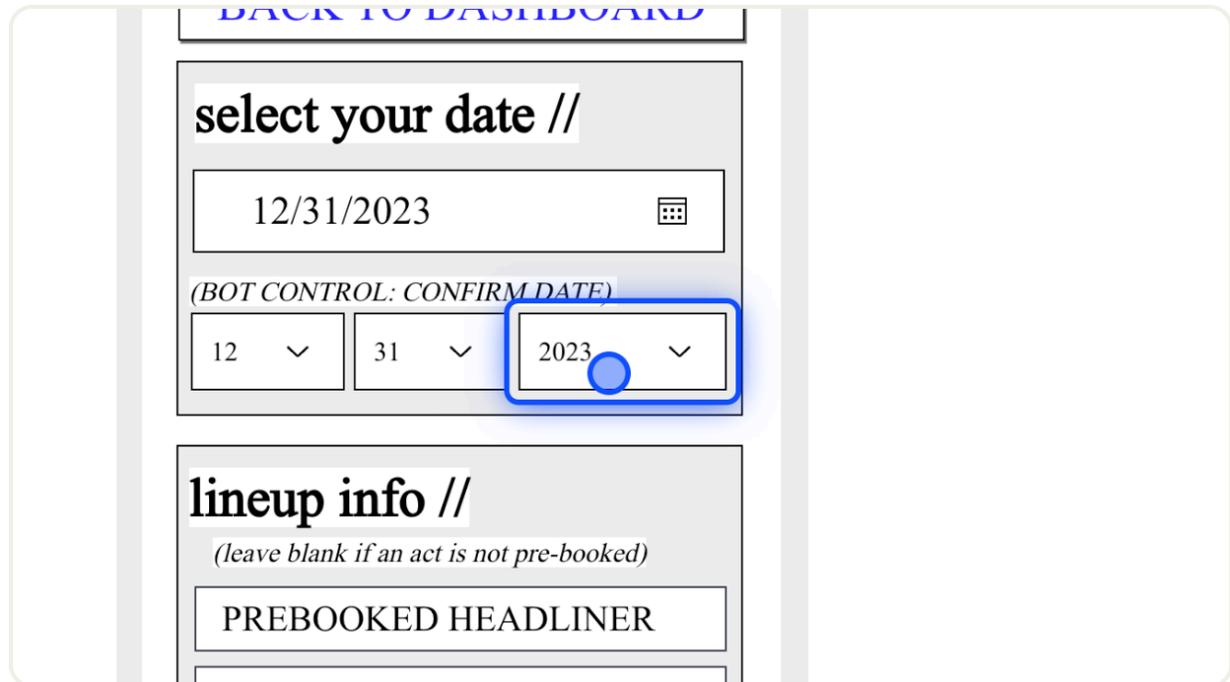
The screenshot shows the same web form as above, but now the date field contains "12/31/2023". The "CALENDAR" button is no longer highlighted. The "M.." dropdown menu is now highlighted with a blue border and contains the value "12". The "DD" dropdown menu contains "31" and the "YYYY" dropdown menu contains "2023". The "lineup info //" section now has a text input field containing "PREBOOKED HEADLINER".

5. CLICK ON THE **DD** DROPDOWN AND CONFIRM YOUR EVENT DATE'S **DAY**



The screenshot shows a web form with a "select your date //" section. Below the title is a date input field containing "12/31/2023" and a calendar icon. Underneath is a "(BOT CONTROL: CONFIRM DATE)" section with three dropdown menus: "12", "DD", and "YYYY". The "DD" dropdown is highlighted with a blue box and a blue circle, indicating it should be clicked. Below this is a "lineup info //" section with a note "(leave blank if an act is not pre-booked)" and a "PREBOOKED HEADLINER" input field.

6. CLICK ON THE **YYYY** DROPDOWN AND CONFIRM YOUR EVENT DATE'S **YEAR**



The screenshot shows the same web form as above. In the "(BOT CONTROL: CONFIRM DATE)" section, the "YYYY" dropdown menu is now highlighted with a blue box and a blue circle, indicating it should be clicked. The "DD" dropdown remains highlighted from the previous step.

7. FILL IN YOUR PRE-BOOKED ACTS WITHIN THE **LINUP INFO** SECTION

*'**HEADLINER // EVENT TITLE**' MUST BE FILLED, '**SUPPORT**' AND '**FEATURE**' SPACES CAN REMAIN BLANK*

The screenshot shows a form section titled "lineup info //". Below the title is a note: "(leave blank if an act is not pre-booked)". There are three input fields: "HEADLINER // EVENT TITLE", "PREBOOKED SUPPORT", and "PREBOOKED FEATURE". Below these are two rows of dropdown menus: "acts needed //" with a "#" dropdown, and "cover charge //" with a "\$" dropdown. A blue highlight is drawn around the "lineup info //", the note, and the three main input fields. A blue circle is also present on the right side of the "acts needed //" dropdown.

8. SELECT '**NONE**' FROM THE **ACTS NEEDED** DROPDOWN

This screenshot shows the same "lineup info" section as above, but with a blue highlight around the "acts needed //" dropdown menu. The dropdown is currently set to "#". Below the "lineup info" section, the "confirm //" section is partially visible.

9. SELECT WHAT YOU WILL BE CHARGING AT THE DOOR FROM THE **COVER CHARGE** DROPDOWN

*THIS AMOUNT WILL DISPLAY AS PART OF THE EVENT LISTING ON [NOXP.ORG](http://NOXP.ORG)*

**lineup info //**  
*(leave blank if an act is not pre-booked)*

HEADLINER

PREBOOKED

FEATURE

acts needed // N... ▾

cover charge // \$ ● ▾

**confirm //**

Detailed description: This is a screenshot of a web form titled 'lineup info //'. Below the title is a note: '(leave blank if an act is not pre-booked)'. There are four text input fields: 'HEADLINER', 'PREBOOKED', and 'FEATURE'. Below these are two dropdown menus. The first is labeled 'acts needed //' and shows 'N...' with a downward arrow. The second is labeled 'cover charge //' and shows '\$' with a blue circle and a downward arrow; this dropdown is highlighted with a blue border. Below the 'lineup info' section is another section titled 'confirm //'. The entire form is enclosed in a light gray rounded rectangle.

10. CLICK **CONFIRM EMAIL** AND SELECT YOUR **EMAIL ADDRESS** FROM THE DROPDOWN

FEATURE

acts needed // N... ▾

cover charge // \$10 ▾

**confirm //**  
*by submitting, you are agreeing that all information listed above is factual and correct.*

CONFIRM EMAIL ● ▾

CONFIRM PIN ▾

Detailed description: This is a screenshot of a web form titled 'confirm //'. Below the title is a note: 'by submitting, you are agreeing that all information listed above is factual and correct.'. There are two dropdown menus. The first is labeled 'CONFIRM EMAIL' and shows a blue circle and a downward arrow; this dropdown is highlighted with a blue border. The second is labeled 'CONFIRM PIN' and shows a downward arrow. Above these dropdowns are three text input fields: 'FEATURE', 'acts needed //', and 'cover charge //'. The 'cover charge //' field shows '\$10'. The entire form is enclosed in a light gray rounded rectangle.

11. CLICK **CONFIRM PIN** AND SELECT YOUR **PIN #** FROM THE DROPDOWN

FEATURE

acts needed // N... ▾

cover charge // \$10 ▾

**confirm //**  
*by submitting, you are agreeing that all information listed above is factual and correct.*

noexperienceatall@gmail... ▾

**CONFIRM PIN** ▾

submit date

12. CLICK **SUBMIT DATE**

ALL REQUIRED FIELDS MUST BE FILLED IN ORDER TO SUBMIT THE DATE FORM

cover charge // \$10 ▾

**confirm //**  
*by submitting, you are agreeing that all information listed above is factual and correct.*

noexperienceatall@gmail... ▾

12345 ▾

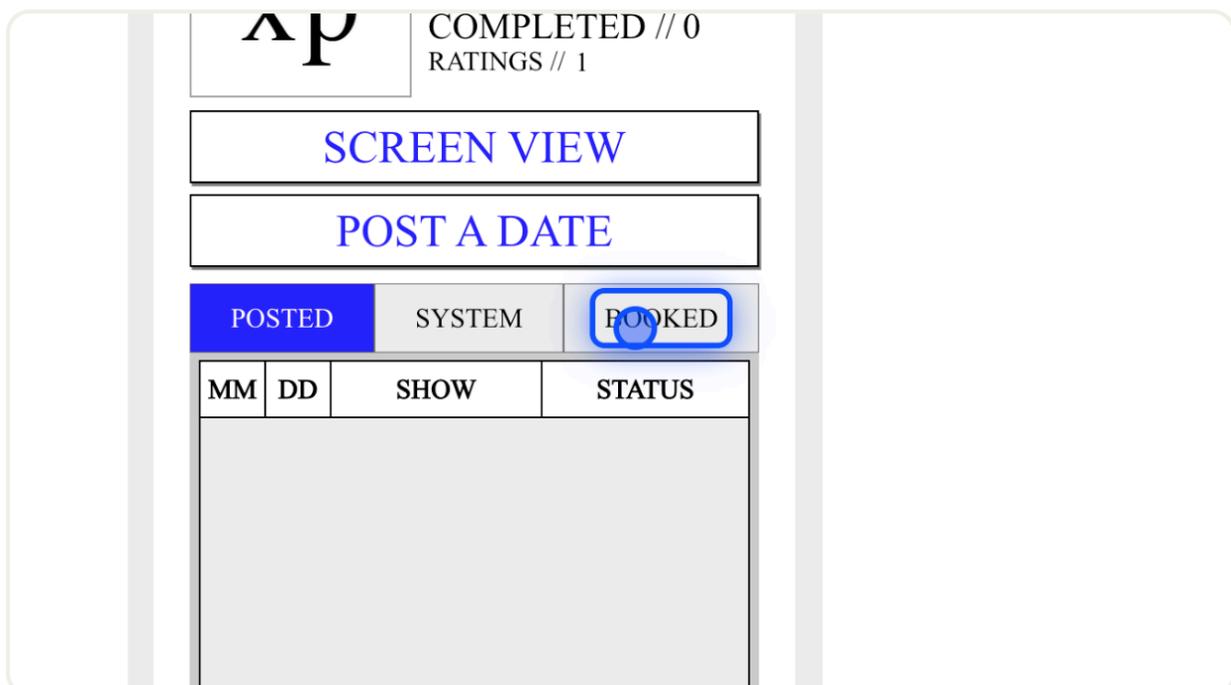
submit date

13. RETURN TO YOUR **DASHBOARD**, WHERE YOUR DATE WILL SHOW IN THE '**POSTED**' TAB AS IT IS PROCESSED BY THE ASSISTANT. AFTER THE DATE IS PROCESSED, YOU WILL RECEIVE AN EMAIL NOTIFICATION CONFIRMING THE DATE HAS BEEN SUCCESSFULLY UPDATED BY THE ASSISTANT.

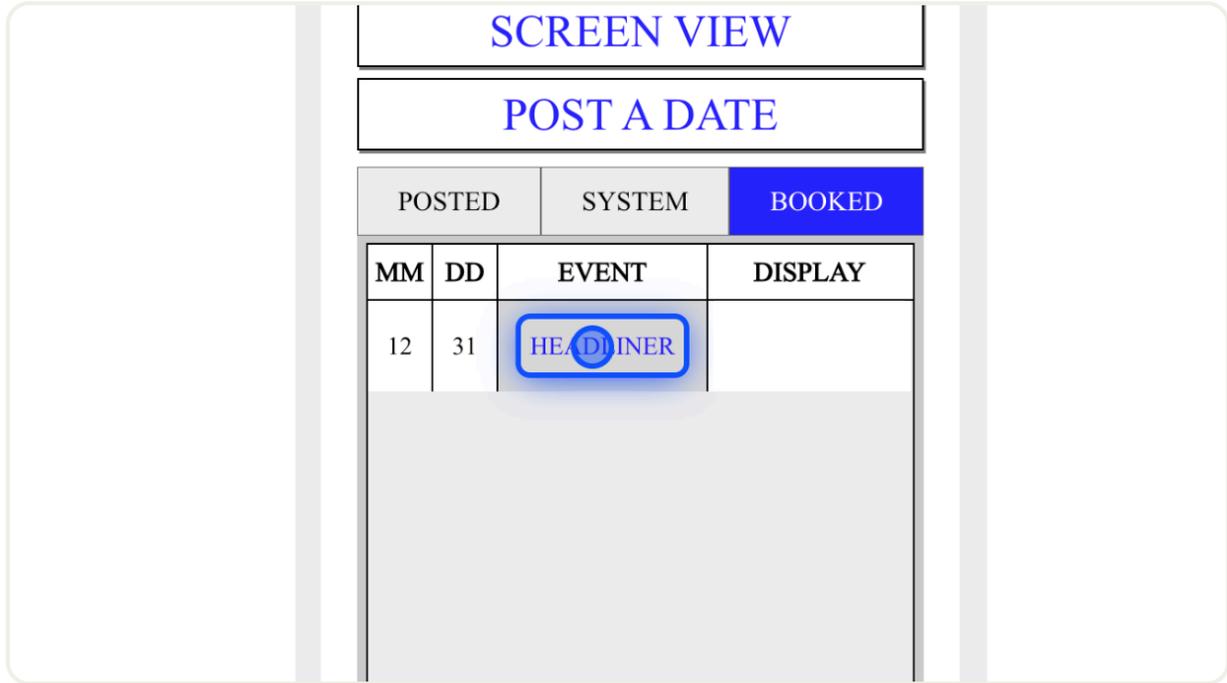
14. ONCE RECEIVING THE CONFIRMATION EMAIL, RETURN TO YOUR **DASHBOARD**



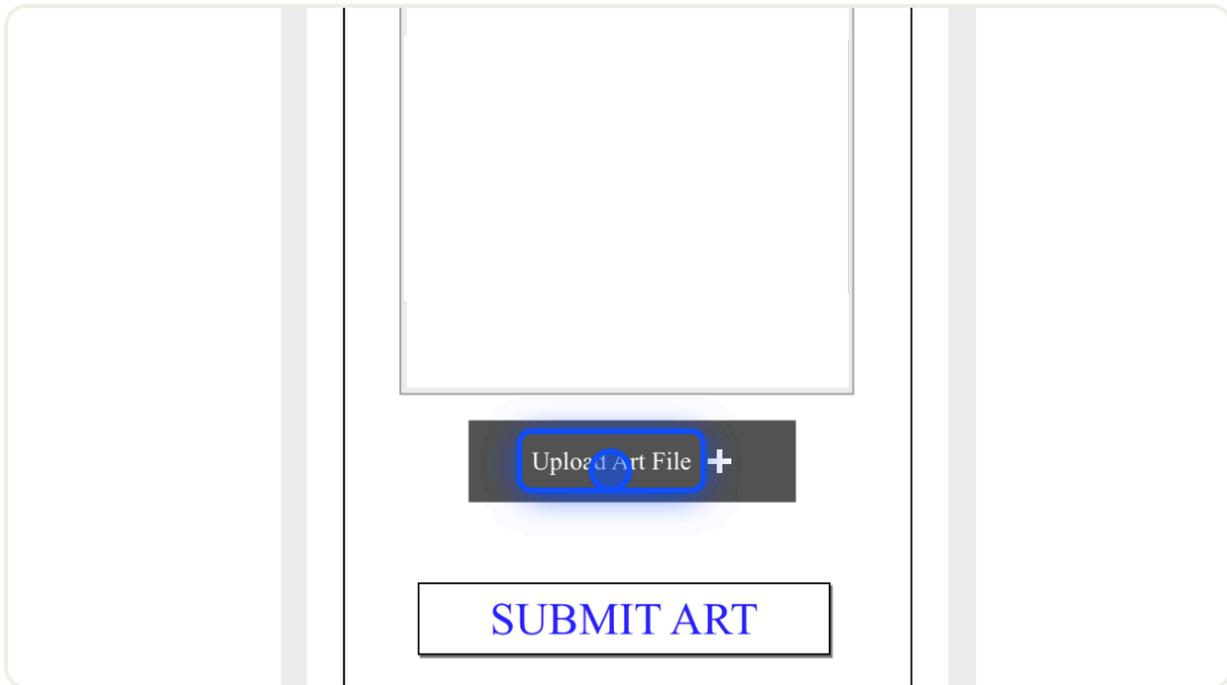
15. CLICK ON **BOOKED** TO VIEW YOUR PROCESSED PRE-BOOKED DATES



16. TO ADD / UPDATE A DATE'S DISPLAY IMAGE, CLICK ON THE EVENT NAME

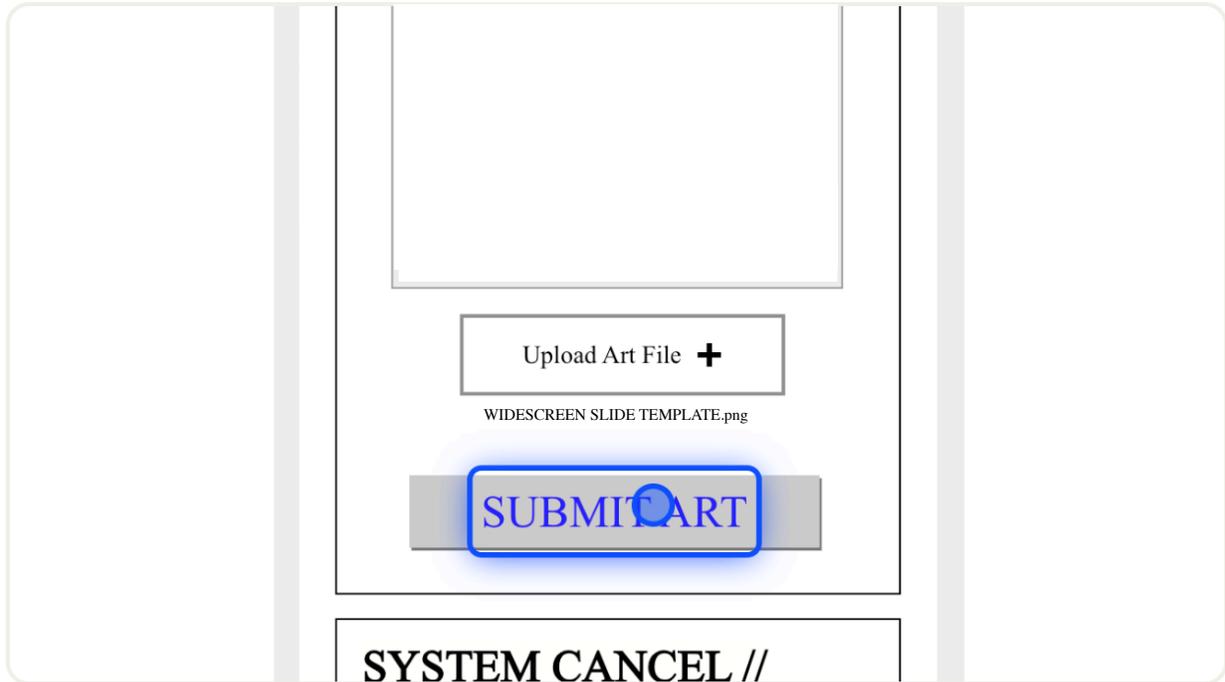


17. SCROLL DOWN AND CLICK ON UPLOAD ART FILE



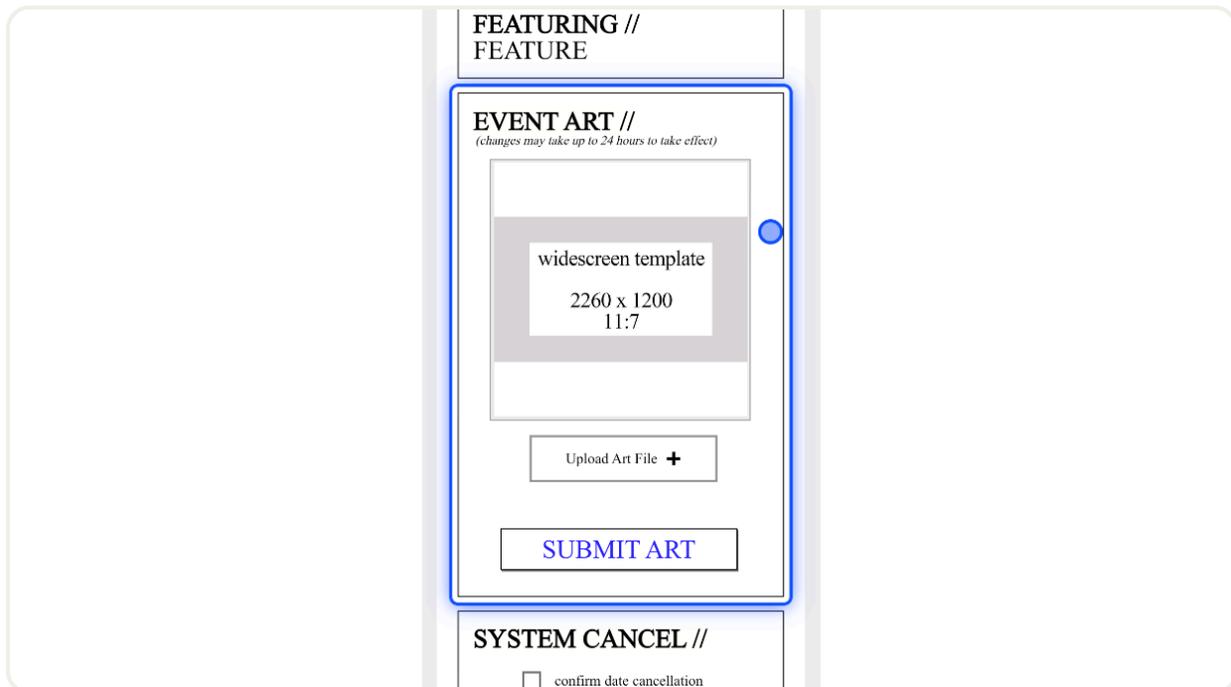
18. CHOOSE YOUR IMAGE FROM YOUR DEVICE AND CLICK **SUBMIT ART**

WAIT UNTIL YOUR UPLOADED IMAGE DISPLAYS IN THE **IMAGE BOX** ABOVE THE '**UPLOAD ART FILE**' BUTTON

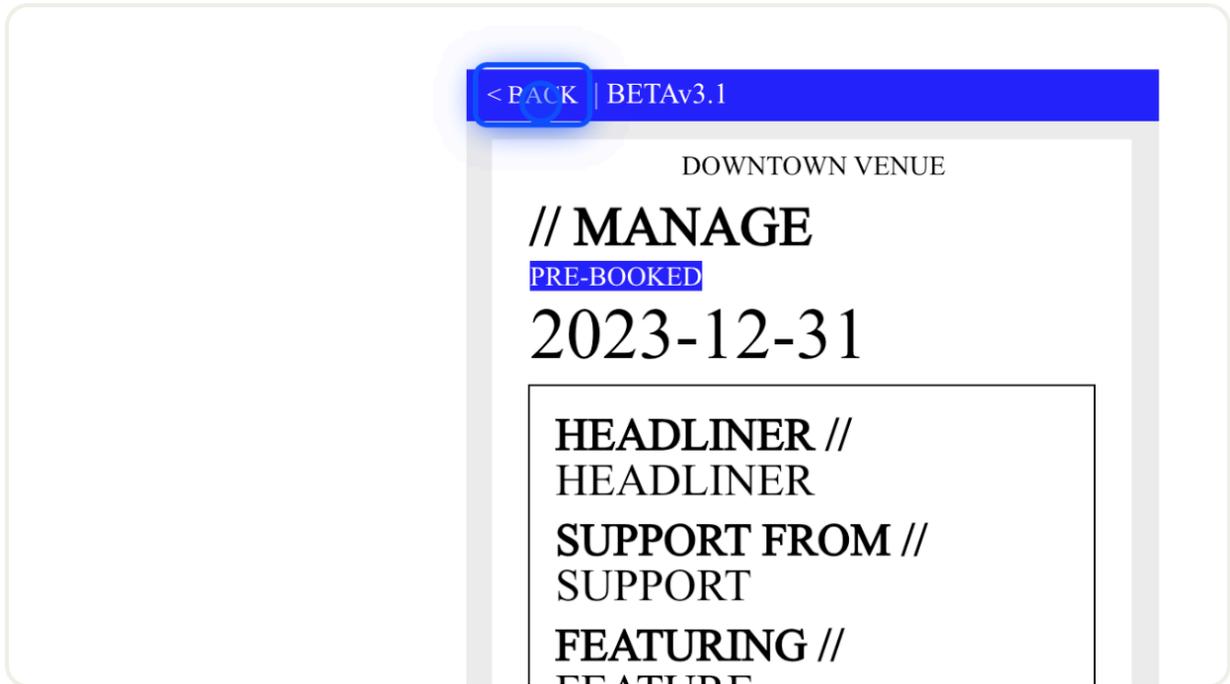


19. ONCE THE IMAGE HAS UPLOADED, IT WILL DISPLAY ON THE CARD.

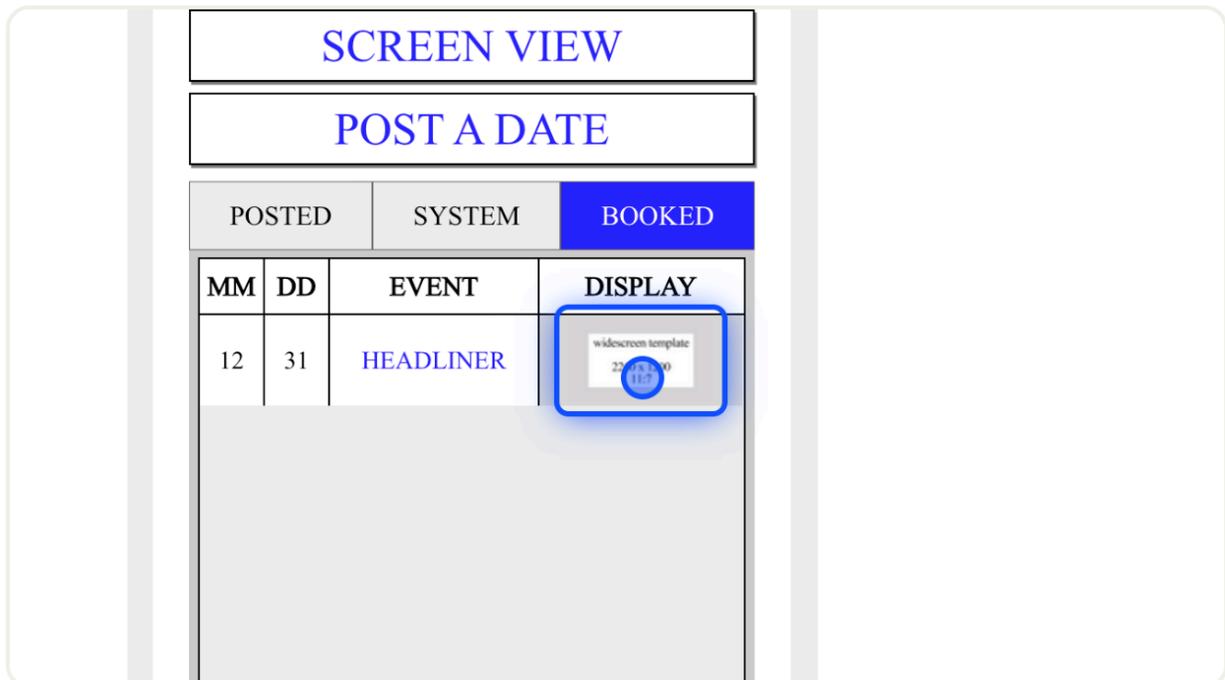
CHANGES MAY TAKE UP TO 1 HOUR TO REFLECT ON YOUR VENUE SCREENS



20. AT THE TOP OF THE PAGE, CLICK **BACK** TO RETURN TO YOUR DASHBOARD



21. ON YOUR DASHBOARD, YOUR **DATE IMAGE** CAN NOW BE SEEN IN THE '**BOOKED**' COLUMN ALONGSIDE ITS **DATE**



CLICK **SCREEN VIEW** AT ANY TIME TO REVIEW YOUR SLIDESHOW REMOTELY

[ [noxp.org](http://noxp.org) ]