



# My Event Space

**New landing manual for organizers**



**MINOR**  
HOTELS

**LOG IN**

# LOG IN - ORGANIZER

As an organizer you will need to access this URL:  
<https://www.nh-hotels.com/en/event-tool/organizer/login>

You must always log in with your email and password (the email must be the one that the hotel/CRO/GEM uses to access My Event Space, not an individual corporate email). If you don't remember the email for the access, you can open a JIRA (slide 40).

In order to reset the password, you must have the VPN activated.

The screenshot shows the MINORPRO website's event management login interface. At the top, a navigation bar includes 'MINORPRO', 'MEETINGS & EVENTS', 'COMPANIES', 'AGENCIES', and 'DISCOVER MORE', along with a language selector set to 'EN'. The main content area features a large background image of hands typing on a laptop. To the right, the 'Event management' section prompts the user to 'Sign in as an organizer in your professional area'. It contains two input fields for 'Email' and 'Password\*', a note stating 'The password corresponds to that of your Outlook account', and a blue 'Access' button. A link to 'Reset your password (VPN connection is needed)' is positioned below the button. The footer section displays logos for various hotel brands: MINOR HOTELS, ANANTARA, AVANI, elwana, DAKS, NH HOTELS & RESORTS, ITH COLLECTION, nhow, and TIVOLI. Below these logos are four columns of links categorized under 'Meetings & Events', 'Companies', 'Agencies', and 'Discover More'. The 'Meetings & Events' column includes links like 'Discover Meetings & Events', 'Book a Meeting online', 'Request a quote', 'Offers', 'Help for Meetings', and 'Event Type'. The 'Companies' column lists 'Minor PRO Business Programme', 'Discover Companies', and 'Help for Companies'. The 'Agencies' column includes 'Exclusive portal for travel agents', 'Discover Agencies', and 'Help for Agencies'. The 'Discover More' column contains 'Sustainability' and 'Minor PRO Blog'. The bottom of the page features the 'MINORPRO' logo, a series of links for 'Legal Notice', 'Cookie Policy', 'Privacy Policy', 'Social Media', and 'NH Hotels Company', and a copyright notice for 2000-2025.

MINORPRO

MEETINGS & EVENTS COMPANIES AGENCIES DISCOVER MORE

EN

## Event management

Sign in as an organizer in your professional area

Email

Password\*

1 The password corresponds to that of your Outlook account

Access

[Reset your password \(VPN connection is needed\)](#)

MINOR HOTELS ANANTARA AVANI elwana DAKS NH HOTELS & RESORTS ITH COLLECTION nhow TIVOLI

### Meetings & Events

- Discover Meetings & Events
- Book a Meeting online
- Request a quote
- Offers
- Help for Meetings
- Event Type

### Companies

- Minor PRO Business Programme
- Discover Companies
- Help for Companies

### Agencies

- Exclusive portal for travel agents
- Discover Agencies
- Help for Agencies

### Discover More

- Sustainability
- Minor PRO Blog

MINORPRO

[Legal Notice](#) | [Cookie Policy](#) | [Privacy Policy](#) | [Social Media](#) | [NH Hotels Company](#)

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# LOG IN - ORGANIZER

Once you log in, you will see a message like this. This happens because the website performs a cleanup of events that were created in My Event Space but were eventually Cancelled or Rejected in TMS, in order to automatically remove them and avoid errors.

Please do not take any action or refresh the page when this message appears—just wait, and all your events and/or the option to create a new one will appear shortly.



## Optimizing your events

We are performing an automatic optimization. This may take a few minutes. Please don't refresh the page; your events will load automatically when complete.

**MINOR**  
HOTELS

**HOME**

Sections

New event: Booking File (Ex. MB0123456789)

Events search: You can filter by Booking File (Ex. MB0123456789), it must contain the letters MB followed by 10 numbers, without leaving spaces.

Convention ID: Only numbers, 10 digits (Ex. 1234567890)

Status:

- All
- Past date (expired events)
- Operating (events that are active at that time and customers can book)
- Draft (Events that have been started to be edited but the URL has NOT been created)

Home

Organizers management > NH ZURBANO events

New event

Booking file number

Create event





















Events search

Booking file number

Convention ID

Status

Total: 22 Events.

Actions	Event name	Status	Booking file number	Convention ID	Creation	Start date	End date	Country	City	Type	
 	VEMA VERSIC...	Past date	[MB000316303]	[010926803]	10/11/2022	26/06/2023	30/06/2023	Germany	Leipzig	Meetings	
 	TEST CGW 3	Operating	[MB0004074943]	[0137409228]	30/08/2024	08/02/2025	10/02/2025	Spain	Barcelona	Sport	
 	TEST CGW 4	Operating	[MB0004074944]	[0137409290]	30/08/2024	18/01/2025	13/02/2025	Spain	Madrid	Incentive	
 	6 DAYS CALEN...	Operating	[MB0004074954]	[0137409634]	01/10/2024	08/12/2024	14/12/2024	Spain	Madrid	Cocktail	
 	CALENDARIO ...	Operating	[MB0004074950]	[0137409499]	01/10/2024	30/10/2025	02/12/2025	Spain	Madrid	Meetings	
 	3 DIAS - ANAN...	Operating	[MB0004075039]	[013741123]	10/10/2024	21/12/2024	25/12/2024	The Netherlands	Amsterdam	Meetings	
 	TEST WEB MA...	Operating	[MB0004074809]	[0137406040]	01/08/2024	01/11/2024	02/11/2024	Spain	Madrid	Cocktail	
 	10 DIAS 2 MES...	Operating	[MB0004074947]	[0137409430]	30/08/2024	23/12/2024	06/01/2025	Spain	Madrid	Lecture	
 	MORE THAN 3...	Operating	[MB0004074810]	[0137406103]	04/09/2024	01/11/2024	12/12/2024	Spain	Madrid	Rooms only	
 	4 DIAS ENTRE ...	Operating	[MB0004075144]	[0137412173]	16/10/2024	23/02/2025	01/03/2025	Spain	Marbella	Rooms only	

Showing 1 to 10 of 22 entries

Results per page: 1025

123Next

NH PRO

Legal Advice

Cookie Policy

Privacy Policy

NH Hotel Group Companies

Social Media

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# HOME

In the table the organizer will see the events that they have created with their user.

Sections in the table:

- **Actions:** You can Edit an event (pencil drawing) or See a created event
- **Event Name**
- **Status:** All / Past Date / Operating / Draft
- **Booking File Number**
- **Convention ID**
- **Creation Date**
- **Start Date**
- **End Date**
- **Country**
- **City**
- **Event Type:** Cocktail, Leisure, Meetings, Incentive, etc.
- **Hotels:** Numbers of hotels included in the MB

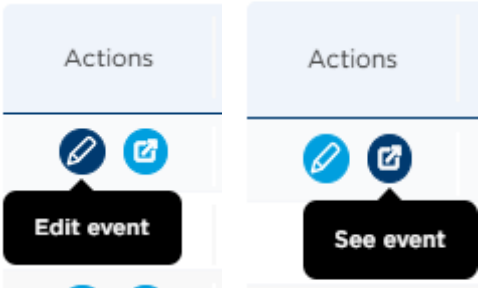
Total: 22 Events.

Actions	Event name	Status	Booking file number	Convention ID	Creation	Start date	End date	Country	City	Type	
 	VEMA VERSIC...	Past date	[MB0003136303]	[0109268103]	10/11/2022	26/06/2023	30/06/2023	Germany	Leipzig	Meetings	1
 	TEST CGW 3	Operating	[MB0004074943]	[0137409228]	30/09/2024	08/02/2025	10/02/2025	Spain	Barcelona	Sport	3
 	TEST CGW 4	Operating	[MB0004074944]	[0137409290]	30/09/2024	18/01/2025	17/02/2025	Spain	Madrid	Incentive	4
 	6 DAYS CALEN...	Operating	[MB0004074954]	[0137409624]	01/10/2024	08/12/2024	14/12/2024	Spain	Madrid	Cocktail	1
 	CALENDARIO ...	Operating	[MB0004074950]	[0137409499]	01/10/2024	30/10/2025	02/12/2025	Spain	Madrid	Meetings	1
 	3 DIAS - ANAN...	Operating	[MB0004075039]	[0137411123]	10/10/2024	23/12/2024	25/12/2024	The Netherlands	Amsterdam	Meetings	1
 	TEST WEB MA...	Operating	[MB0004074809]	[0137406040]	03/09/2024	01/11/2024	02/11/2024	Spain	Madrid	Cocktail	3
 	10 DÍAS 2 MES...	Operating	[MB0004074947]	[0137409430]	30/09/2024	27/12/2024	06/01/2025	Spain	Madrid	Leisure	1
 	MORE THAN 3...	Operating	[MB0004074810]	[0137406103]	04/09/2024	01/11/2024	12/12/2024	Spain	Madrid	Rooms o	1
 	TEST UAT IT D...	Draft	[MB0004075189]	[0137412975]	21/10/2024	21/10/2025	25/10/2025	Spain	Madrid	Meetings	1

Showing 1 to 10 of 22 entries

Results per page: 10 25

1 2 3 Next



**MINOR**  
HOTELS

**CREATE A NEW EVENT**



# CREATE A NEW EVENT

How to create an event?

To create an event, the first thing to do is to make sure that the MB and Convention IDs are active and correctly configured in TMS. The event must be in Confirmed status.

Once we have reviewed this, we must enter the MB in the New Event field and click on Create event:

## New event

Booking file number

MB0004075189|



Create event

# CREATE A NEW EVENT

## Section 1: New event information

On this section you can find the basic information of the event from TMS: event name in TMS, the Booking File number, the Status, Country, Event Type, creation date or city, among others.

We will also see in the URL and preview section a warning message that tells us that we have not yet created any URL.

In this section it is not necessary to do any action, it is only informative.

PRO

?

EN

NN

Home

Organizers management > NH ZURBANO events > New event

New event

← Back

All fields marked with \* are mandatory

Details

Status

Event name TMS

[TEST UAT IT DRAFT]

Booking file number

[MB0004075189]

Draft

Convention ID

0137412975

Typology

MEETS

Country

Spain

City

Madrid

Creation date

21/10/2024

URLs and preview

This event is in draft state. No URL has been assigned yet.:

MINOR HOTELS | My Event Space

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# CREATE A NEW EVENT

## Section 2: Booking

- 1. Configure the Minimum Length of Stay.
- 2. The days on which the event starts and ends travel automatically from TMS.
- 3. The cut-off day travels by default from TMS

According to the dates are selected, an example of the calendar that will be shown to the client appears.

Home

Organizers management > NH ZURBANO events > New event

Booking

Booking window & Event dates

Minimum days of stay \*

−

1

+

days

Booking Start date

Friday, 01/08/2025

Start event date \*

Calendar icon

Start event date ✓

Friday, 01/08/2025

×

Booking End date

Sunday, 31/08/2025

End event date \*

Calendar icon

End event date ✓

Sunday, 31/08/2025

×

Cut-off days 10/10/2025 Within 349 days

CUSTOMER DATES SELECTION PREVIEW:

CHOOSE THE DATES

Month YEAR

Mo	Tu	We	Th	Fr	Sa	Su
D	D	D	D	D	D	D
D	D	D	D	D	D	D
D	D	D	D	D	D	D
D	D	D	D	D	D	D
D	D	D	D	D	D	D

Event

Please, select Check-in date

Apply

i

This choice of event dates will result in the one month type calendar:

*\*This information must match what has been configured in TMS to avoid discrepancies and availability errors*

# CREATE A NEW EVENT

## Section 3: Room Occupancy

1. Select the maximum occupancy per person in each room
2. Select the maximum number of rooms available for book during a reservation
3. Select the order in which the hotels will appear to the client (when there is more than one). Once this is done, you will see an example of how the client will see the search engine.
4. If you click on Customize booking you can select a minimum number of stays, maximum number of people per room and maximum number of rooms per reservation for each hotel of the event. You can also include or not the hotels in booking landing.
5. Select "Include in booking" if you want to add the hotel to the event.
6. If you click on "Show starting Price" and then select the currency, you can add a price from which clients can make their reservations.
7. You can choose between Distance to the event Venue (for example, the closest to the event that will take place at the Royal Palace of Madrid or the one recommended by NH)
8. Click "Save and continue editing" to save the settings for this section.

*\*This information must match what has been configured in TMS to avoid discrepancies and availability errors*

[Home](#) [Organizers management](#) > [NH ZURBANO events](#) > [New event](#)

### Rooms occupancy

Max. people per room \*

☒ Unlimited

☐ 1 Adult only

☐ 2 Adult only

☐ Max. 2 adult

Max. rooms available to book per reservation \*

☒ Unlimited

☐ Limited to

9

rooms per reservation

You need to [check in TMS](#) if the configuration is the same as here.

#### CUSTOMER ROOM BOOKING PREVIEW:

CHOOSE THE OCCUPANCY

Room 1

Adults (18+ years) ☒ 2 ☐ 1

Children (12-17 years) ☐ 0 ☐ 1

Babies (0-11 years) ☐ 0 ☐ 1

[Add room](#)

[Apply](#)

This choice of room occupancy will result in the full occupancy selection

#### Hotels

☒ Show starting price [EUR](#) v

NH Collection Amsterdam Flower Market	<a href="#">Customize booking</a>	<input checked="" type="checkbox"/> Include in booking	150.00 X EUR
Tivoli Doelen Amsterdam Hotel	<a href="#">Customize booking</a>	<input checked="" type="checkbox"/> Include in booking	150.00 X EUR
Avani Museum Quarter	<a href="#">Customize booking</a>	<input checked="" type="checkbox"/> Include in booking	150.00 X EUR
NH Amsterdam Zuid	<a href="#">Customize booking</a>	<input checked="" type="checkbox"/> Include in booking	150.00 X EUR

Order by default in event page web \*

☒ Distance to event venue

☐ NH Recommends

[Back to top](#) [Save and continue editing](#)

There are mandatory fields not filled in or fields with errors. [Back to first](#)

# CREATE A NEW EVENT

## Section 4: Event Web Page – Contact Message

Here you can enter a message for the client to contact someone when the organizer is not available. This can be another colleague, the GEM, CRO, the organizer himself or whoever is desired in each case. This text would be seen on the calendar, once the client has selected the hotel.

Example texts:

Text 1: If you need in immediate assistance, you can contact us by phone

Phone number: 666666666 (CRO NUMBERS will no longer be included in any My Event Space)

Text 2: or by email

Email: [test@minor-hotels.com](mailto:test@minor-hotels.com)

Text 3: Thank you!

Once the text is entered, an example will be displayed below.

*\*This section is not mandatory.*

The screenshot shows the 'Event Web page' configuration interface. At the top, there's a breadcrumb trail: Home > Organizers management > Xiana IT HQ events > Modify event. Below this, the 'Event Web page' section is visible. It includes a language selector with options for English, Español, Italiano, Français, and Portugues, along with an 'Edit available languages...' button. The main content area is titled 'BOOKING PROCESS' and contains a 'Contact Message' section. This section has an information icon and a description: 'Add a personalized message with a contact that users can turn out to in case of problems during the booking process'. Below this is a preview of the booking process, showing a 'CHOOSE THE DATES' modal with a calendar and a 'GEM Contact Message' button. At the bottom, there are five input fields for the contact message: 'Text 1' (with a green checkmark), 'Phone number' (with a green checkmark), 'Text 2' (with a green checkmark), 'Email\*' (with a green checkmark), and 'Text 3' (with a green checkmark). Each field has a close button (X). Below these fields is a 'Contact Message preview' section, which displays the final message: 'If you need in immediate assistance, you can contact us by phone 666666666 or by email test@minor-hotels.com Thank you!'. A blue arrow points from the text 'below.' in the previous block to this preview section.

Home > Organizers management > Xiana IT HQ events > Modify event

Event Web page

English Español Italiano Français Portugues Edit available languages...

BOOKING PROCESS

Contact Message ⓘ Add a personalized message with a contact that users can turn out to in case of problems during the booking process

CHOOSE THE DATES

Month YEAR

Weekday Weekday Weekday Weekday Weekday Weekday Weekday

D D D D D D D

Event

Please, select Check-in date

Apply

GEM Contact Message For dates prior or beyond the shown, please contact customer service at 555 56 78 90 or [lorentgum@mh-hotels.com](mailto:lorentgum@mh-hotels.com)

Text 1 ✓ If you need in immediate assistar X

Phone number ✓ 666666666 X

Text 2 ✓ or by email X

Email\* ✓ test@minor-hotels.com X

Text 3 ✓ Thank you! X

Contact Message preview

If you need in immediate assistance, you can contact us by phone 666666666 or by email test@minor-hotels.com Thank you!

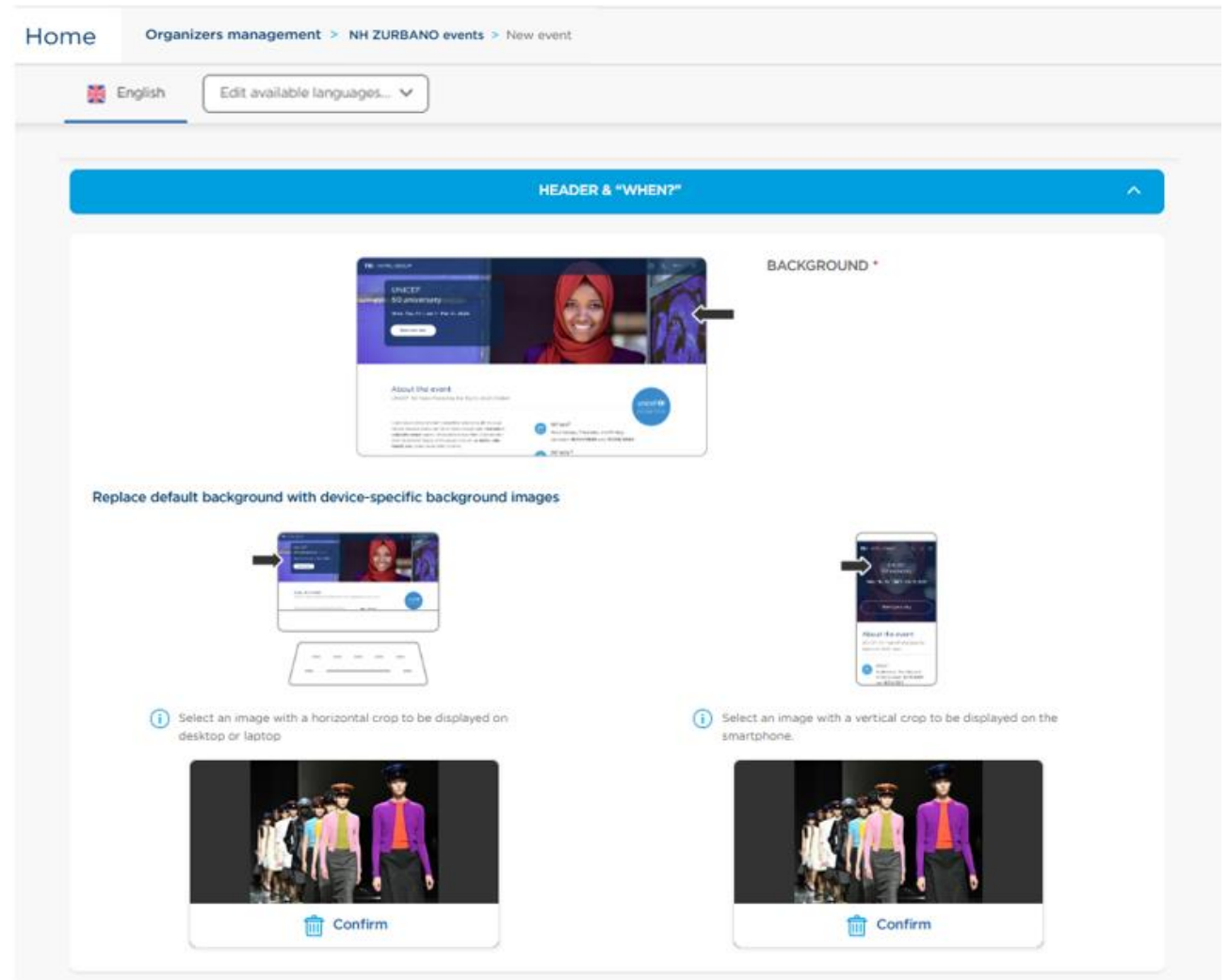
# CREATE A NEW EVENT

## Section 5: Header & “When?”

1. By default and depending on the type of event, an image will appear for the event background, but this can be changed to the image that the organizer wants.

You can select different images for the desktop version and mobile version or the same one.

If you delete the pre-loaded image, the characteristics that the image to be uploaded should have appear: *“Use PNG or JPG format max. 1024x600px or 10Mb for your mobile custom image”*



# CREATE A NEW EVENT


## Section 5: Header & “When?”

2. Event Name: It will be the name that is displayed in the event header, it does not have to be the same as in TMS but can be modified.
3. Hero short description: A brief description of the event can be included, for example *“The most important technological event of the year will be held in Madrid next November”*. Maximum 200 characters.
4. Event Web Page URL: You can modify the event URL. The URL does not accept spaces. Please make sure that the URL name is short, clear and very specific for the attendees that book. Do not include any signs like marks, stress, “ñ” or underscores as they are not web friendly. **IMPORTANT: It can only be modified once.**
5. Header short date: The date of the event that will be displayed in the header can be entered in different formats, for example:
  - *Wed, Thu, Fri 1 Jan 1 – Mar 31, 2025,*
  - *15/04/2025*
  - *May 20-22, 26 & 29, 2024.*
6. About the event, “When?”: The date of the event can be included here again in the following formats:
  - *Wednesday, Thursday and Friday between 01/01/2025 and 31/03/2025*
  - *April 23th 2025, 18:00*
  - *Friday May 20 – Sunday, May 22 & Thursday, May 26, and Sunday, May 29, 2025*
7. Save: The added information must be saved. If any error is detected, a red box will appear indicating that something is wrong and will take us to the error.

Home Organizers management > NH ZURBANO events > Modify event


English Edit available languages...

Event name \*



Event name: UNMESNH

Short description




Enter the information here.

200/200 characters

Customise Event Web Page URL \*

Event URL input: unmesnh

Event date \*



Use the Event date to advance the entire date on a single line. See examples below:

Wed, Thu, Fri 1 Jan 1 - Mar 31, 2024


15/04/2024

May 20-22, 26 & 29, 2024

Format: DD/MM/YYYY

10/10/2025

“When?” (Short date description) \*



Use the “When?” date to include the days of the week and, if unique, the time. See examples below:

Wednesday, Thursday and Friday between 01/01/2024 and 31/03/2024

April 23rd 2024, 18:00.

Friday, May 20 - Sunday, May 22, & Thursday, May 26, and Sunday, May 29, 2024

10 de Octubre de 2025 a las 18:00

16/200 characters

Back to top

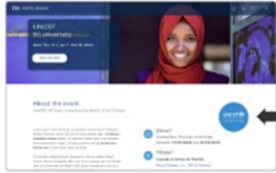
Save

# CREATE A NEW EVENT


## Section 6: About the event & Book your stay


1. Event logo: This is optional. When you upload an image, a crop module will open where you can select the section of the image you want to display on the event page. The characteristics that the image to be uploaded should have appear: “PNG or JPG format with square cropping, maximum 1024x1024px. The logo will be centered inside a circle, so it is necessary that the image to be uploaded has a square crop and some margins to the edge”.
2. About the event subtitle: Subtitle for the section. For example, “*Madrid Technology Fair*”. This is optional
3. About the event short description: Description of the event and useful information for attendees. Maximum 560 characters. This is optional


ABOUT THE EVENT & BOOK YOUR STAY



**EVENT LOGO**  
PNG or JPG format with square cropping, maximum 1024x1024px. The logo will be centered inside a circle, so it is necessary that the image to be uploaded has a square crop and some margins to the edge.  
[Replace image](#) [Delete](#) [Edit crop](#)



**ABOUT THE EVENT Subtitle**  


**ABOUT THE EVENT Short description**  
  

Normal B I U S

560/560 characters





# CREATE A NEW EVENT

## Section 6: About the event & Book your stay

4. Info for “Where?”: For each event you must add an "Event Venue", this will be the main location of the event, which can be a hotel or a venue.

Option 1. If you want the Event venue to be a hotel, you must select the "Include as event venue" box and always enter a name, for example, Reception, Ceremony, Banquet, etc.

[Home](#) [Organizers management](#) > [NH ZURBANO events](#) > [New event](#)

 **English** 

### "Where?" (Short event venue description)

**When?**  
Wednesday, Thursday and Friday  
between 05/05/2023 and 31/05/2024

**Where?**  
Casa de América de Madrid.  
Plaza Cibeles, s/n, 28014 Madrid

**When?**  
Thursday, November 2nd, to  
Saturday, November 4th, 2024.

**Where?**  
NH Collection Madrid Abascal, Calle de  
José Abascal, 47, 28003 Madrid




**When?**  
April 23rd 2024,  
18:00

**Where?**  
Ceremony: Paseo de San José.  
Reception: NH Collection Madrid Basile, Calle de  
Herquiles de Casa Riera 4, 28014, Madrid - España  
Party: Café del Rey

**Info**  
Venues can appear in different ways,  
depending on the number of events or whether  
they are held in a hotel.


#### EVENT VENUES

**Info** No event venues are added.

 **EVENT VENUE 1: NH Leipzig Messe** ☒ Main Event Venue **Info**  **Delete** 

**Info** In case of more than one event venue, it is mandatory that all off  
them have their activity name

For example: "Reception", "Ceremony", "Banquet"...

 **Other place not hotel**

[↑ Back to top](#)

**Error** There are mandatory fields not filled in or fields with errors.  
[↑ Back to first](#)

# CREATE A NEW EVENT

## Section 6: About the event & Book your stay

4. Info for “Where?”: For each event you must add an "Event Venue", this will be the main location of the event, which can be a hotel or a venue.

Option 2. If you want the Event Venue to be another place, you must select "Add event venue" in the “event venue 2” box. In this case you must add the name of the activity, the name of the place and the coordinates. You can search by a street, city, postal code or by coordinates. Also, you can add a image of the event venue.

\*On the next slide, we explain how to find the coordinates of a location.

5. Save: The added information must be saved. If any error is detected, a red box will appear indicating that something is wrong and will take us to the error.

“Where?” (Short event venue description)

When?  
Wednesday, Thursday and Friday  
between 05/01/2023 and 01/01/2024

Where?  
Casa de América de Madrid:  
Plaza Cibeles, s/n, 28014 Madrid

When?  
Thursday, November 2nd, to  
Saturday, November 4th, 2024.

Where?  
NH Collection Madrid Abascal: Calle de  
José Abascal, 41, 28003 Madrid

When?  
April 23rd 2024,  
18:00.

Where?  
Coronary: Parícut de San José  
Reception: NH Collection Madrid Sacile, Calle de  
Manuel de Cea Barrio 4, 28015, Madrid - España  
Party: Café del Rey

Venues can appear in different ways,  
depending on the number of events or whether  
they are held in a hotel.

EVENT VENUE 1 MEETING NH Jan Tabak

Main Event Venue ⓘ

Delay Delete

EVENT VENUE 2 CEREMONY City Hall

Main Event Venue ⓘ

Advance Delete

Event Venue Image

No image added.

For images: PNG o JPG format max.  
1024x600px or 10Mb.

Choose resources

All fields marked with \* are mandatory

Activity Name ✓

Ceremony

Name of the place ✓

City Hall

For example: "Social Party", "Ceremony", "Banquet"...

For example: "City Hall", "Congress Palace"...

Address\*

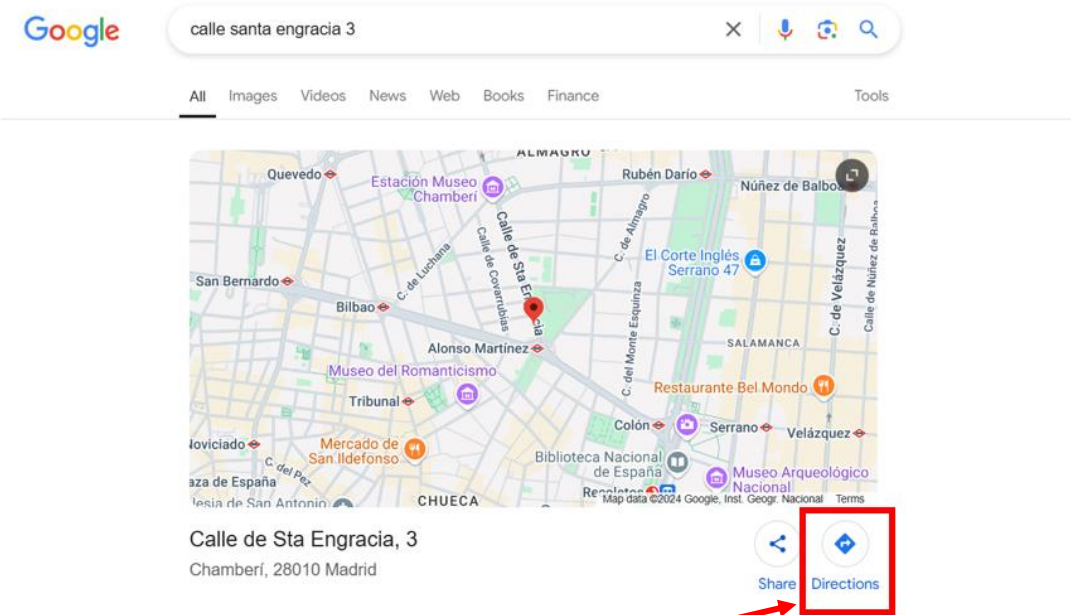
Street, number, city, postal code

SEARCH

Search by coordinates

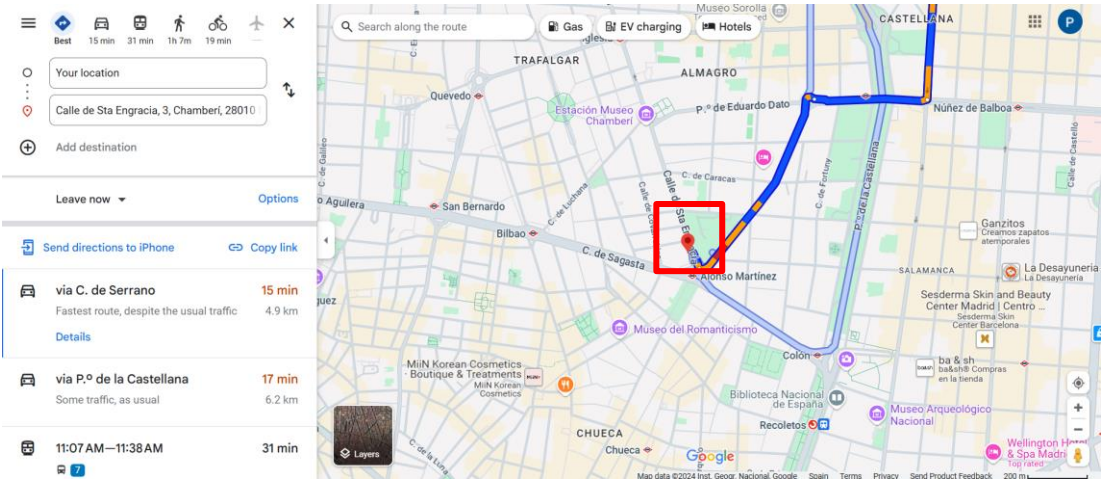
# HOW TO FIND THE COORDINATES

1 Type the event address in the Google search engine and a map like this will appear.

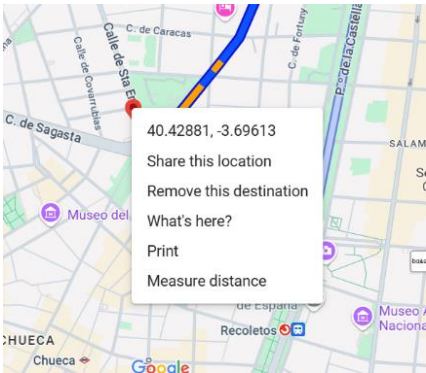


2 Click on “Directions”

3 Then this other page will open. Click on the right button on the location with the red symbol



4 Click on the coordinates and they will be copied. Just go back to the organizer page and paste them into the modules.



# CREATE A NEW EVENT

## Section 7: Event details

### Optional

1. Event details title: You can include a title about the details
2. Event long description: You can include a description of the event. Maximum 2000 characters.
3. Event details gallery title: You can include a gallery of images of the event
4. Save: The added information must be saved. If any error is detected, a red box will appear indicating that something is wrong and will take us to the error.

The screenshot displays the 'EVENT DETAILS' form, which is divided into several sections. At the top, a blue header bar contains the text 'EVENT DETAILS' and a small upward arrow icon. Below this, the form is organized into two main columns. The left column features a section titled 'Event long description' with a sub-header 'Event details' and a placeholder image of a room. Below this is a large text area with a rich text editor toolbar (including 'Normal', 'B', 'I', 'U', 'G', and list icons) and the placeholder text 'Enter the information here'. A character count '2000/2000 characters' is visible at the bottom of this section. The right column has a section titled 'Title of Event Details' with a sub-header 'Event details' and a placeholder image. Below this is a text input field labeled 'Event details input title'. At the bottom of the form, there is a section titled 'Event details gallery' which includes a light blue box with an upload icon, the text 'Upload image title' and 'Upload image text', and a white box with an upload icon and the text 'Choose resources'. The footer of the form contains two buttons: 'Back to top' with an upward arrow icon and 'Save and continue editing'.

# CREATE A NEW EVENT

## Section 8: Event Schedule

1. Header phrase: You can add a subtitle on the schedule
2. Event schedule description: You can add a description of the schedule. Maximum 2000 characters
3. Schedule image: You can add a picture of the schedule
4. Save: The added information must be saved. If any error is detected, a red box will appear indicating that something is wrong and will take us to the error.

EVENT SCHEDULE

Schedule subtitle


Header phrase

Schedule

The Happily Ever After Plan

When Love Takes the Stage

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque tempus faucibus lectus, sed nuncius tunc aliquet eget. Vestibulum vulputate semper sapien, id vulputate massa. Nam id consectetur enim, id porttitor magna. Ut felis pulvinar elit, ac facilis nulla blandit non. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque eu velit ac sapien aliquet viverra. Maecenas blandit, tellus vel turpis placerat, elit orci laoreet velit, eu sollicitudin orci libero vitae sapien. Vestibulum malesuada, ullamcorper ut consequat eu, tristique sed elit. Nulla tringilla ante ac nibh pulvinar convallis. Quisque nec luctus tortor. Proin egetibus pulvinar eros, in mollis massa fougat vitae. Nulla in ante, auctor eget sagittis et.



Event schedule header phrase

Event schedule description


Description

Schedule

The Happily Ever After Plan

When Love Takes the Stage

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque tempus faucibus lectus, sed nuncius tunc aliquet eget. Vestibulum vulputate semper sapien, id vulputate massa. Nam id consectetur enim, id porttitor magna. Ut felis pulvinar elit, ac facilis nulla blandit non. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque eu velit ac sapien aliquet viverra. Maecenas blandit, tellus vel turpis placerat, elit orci laoreet velit, eu sollicitudin orci libero vitae sapien. Vestibulum malesuada, ullamcorper ut consequat eu, tristique sed elit. Nulla tringilla ante ac nibh pulvinar convallis. Quisque nec luctus tortor. Proin egetibus pulvinar eros, in mollis massa fougat vitae. Nulla in ante, auctor eget sagittis et.



B

I

U

S

≡

≡

Enter the information here

2000/2000 characters

Schedule image

No image added

PNG o JPG format

Choose resources

Back to top

Save and continue editing

There are mandatory fields not filled in or fields with errors.

Back to first

MINOR HOTELS | My Event Space

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# CREATE A NEW EVENT

## Section 9: Media

1. Media Subtitle: You can add a subtitle on the media module.
2. Images: You can add several images.
3. Youtube Link: You can add a YouTube links.
4. Spotify link: You can add a Spotify links.
5. Save: The added information must be saved. If any error is detected, a red box will appear indicating that something is wrong and will take us to the error.

MEDIA

Media subtitle

Subtitle

No image added.

For images: PNG o JPG format max. 1024x600px or 10Mb.

Choose resources

Youtube link

Link

Delete

+ Add Youtube link

Spotify link

Link

Delete

+ Add Spotify link

↑ Back to top

Save

# CREATE A NEW EVENT

## Section 10: Quote

You can add a phrase of up to 350 characters.

On the right, you can add the author and any related details: a date, a description...

Save: The added information must be saved. If any error is detected, a red box will appear indicating that something is wrong and will take us to the error.

The screenshot shows a web form titled 'QUOTE' with a blue header bar. The form is divided into two main sections: 'Quote' on the left and 'Author & Detail' on the right. The 'Quote' section contains a rich text editor with a toolbar showing options for Normal, Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Bulleted List, and Numbered List. Below the toolbar is a large text area with the placeholder text 'Enter the information here'. At the bottom left of this text area, it says '350/350 characters'. The 'Author & Detail' section on the right has two input fields: 'Autor' and 'Detail'. At the bottom right of the form is a rounded 'Save' button.

# CREATE A NEW EVENT

## Section 11: Contact

At least one direct event contact must be added so that clients can contact the person in charge. You can add just an email or a phone number. It is not necessary to add both. This section will appear at the end of the event. If desired, two contacts can be added.

\*CRO NUMBERS will no longer be included in any My Event Space

You can add an introductory phrase in Contact module subtitle such as...*“If you require any further information, feel free to contact me. My contact details are:”* or simply *“organizer”* or *“contact person”*.

Save: The added information must be saved. If any error is detected, a red box will appear indicating that something is wrong and will take us to the error.

Home Organizers management > NH ZURBANO events > New event

English Edit available languages...

### CONTACT

Contact module subtitle

Subtitle

Contact 1\*

Name

Is required

Position

Is required

It is mandatory to fill in at least one of the following 2 fields

EN Phone number

Is required

Email

Is required

Contact 2

Name

Position

If a second contact is included, it is mandatory to fill in at least one of the following 2 fields

EN Phone number

Email ✓ nhzurbano@nh-hotels.com

Save and create event web page

Save

Back to top

There are mandatory fields not filled in or fields with errors. Back to first



# HOW TO COMPLETE THE CONTACT DETAILS FIELDS

- My Event Space for one centralized or decentralized hotel
  - Organizer's name: if applicable, it will include the name of the organizer or it will include the name of the hotel if there is not specific name given.
  - Job Position: It is not a required field
  - Telephone: It will include the generic hotel number. Do not include the CRO number.
  - Email (mandatory) If applicable, and if there is an organizer, it will include the email of the organizer or if not, the generic new email from CRO: [events@minor-hotels.com](mailto:events@minor-hotels.com). Do not use any other CRO email.
- My Event Space Multi-property (including or not decentralized hotels)
  - Organizer's name: It Will include the text *Minor Hotels* if there is not an specific name agreed.
  - Job Position: It is not a required field
  - Telephone: Do not include the CRO number. Of no number was agreed, include the telephones of the hotels as part of the "description text" and complete this field with the following text: See numbers in the description
  - Email (mandatory) Include the email of the organizer if agreed, or include the generic CRO email [events@minor-hotels.com](mailto:events@minor-hotels.com)

# CREATE A NEW EVENT

## Section 12: FAQs

1. FAQs module subtitle: Include an introductory title before the questions.
2. FAQ Question 1: Each question and its answer will be displayed in a single module. The "Save" button will not be activated until the question and answer have been completed.
3. Question & Answer: The text will be valid from two characters in each module.

**Save:** The added information must be saved. Before clicking this button all questions and their answers must have been saved.

**+ Add question:** By clicking this button you can add the questions you need.

**IMPORTANT:** If all fields have been filled out correctly and you click on "Save and create event web page", it will take you to the URL section and the event will change to Complete status.

The screenshot displays the 'FAQ's' management interface. At the top, a blue header bar contains the text 'FAQ's' and an upward-pointing arrow. Below this, the 'FAQs module subtitle' section features a text input field labeled 'Subtitle'. The main area is titled 'FAQ QUESTION 1' and includes a 'Delete' button with a trash icon. It contains two input fields: 'Question' and 'Answer'. The 'Answer' field is a rich text editor with a toolbar showing options for Normal, Bold (B), Italic (I), Underline (U), Link (G), and List (three horizontal lines). The text 'Enter the information here' is visible within the answer field. A character count '900/900 characters' is shown at the bottom left of the answer field. A 'Save' button is located at the bottom right of the answer field. At the bottom of the interface, there is an 'Add question' button with a plus icon, and a 'Back to top' button with an upward arrow, followed by a 'Save' button.

# CREATE A NEW EVENT

Once the event URL has been saved and generated, this box will appear with the URLs

If you have created the event in a single language, only that URL will appear, while if you have created it in several languages, all the URLs will be displayed together.

We have several buttons in this module:

1. See event web page: opens the URL in a new tab and displays the created event as a client will see it.
2. Copy URL: allows you to copy that URL.
3. Edit text content: takes you to section 5 (Event name) in case you want to modify the name of the event that appears in the header.

**IMPORTANT:** if you click on the “Delete Event Web Page” button, all URLs and the entire event will be deleted completely, so you would have to recreate the event from scratch. The only way to deactivate an event is to delete it completely using this button.

[Home](#) [Organizers management](#) > [NH ZURBANO events](#) > [Modify event](#)

## 3 DIAS - ANANTARA

[← Back](#)

*i* All fields marked with \* are mandatory

**Details**

Event name TMS  
[3 DIAS - ANANTARA]

Booking file number  
[MB0004075039]

**Status**  
Complete

Convention ID	Typology	Country	City	Creation date
0137411123	MEETS	The Netherlands	Amsterdam	10/10/2024

**URLs and preview**

ES <https://nhuat-ecp-anantara.nh-hotels.com/es/eventsweb/3-dias---anantara>

[See event web page](#) [Copy URL](#) [Edit text content](#)

EN <https://nhuat-ecp-anantara.nh-hotels.com/en/eventsweb/3-dias-anantara>

[See event web page](#) [Copy URL](#) [Edit text content](#)

[Copy all URLs](#) [Delete event web page](#)

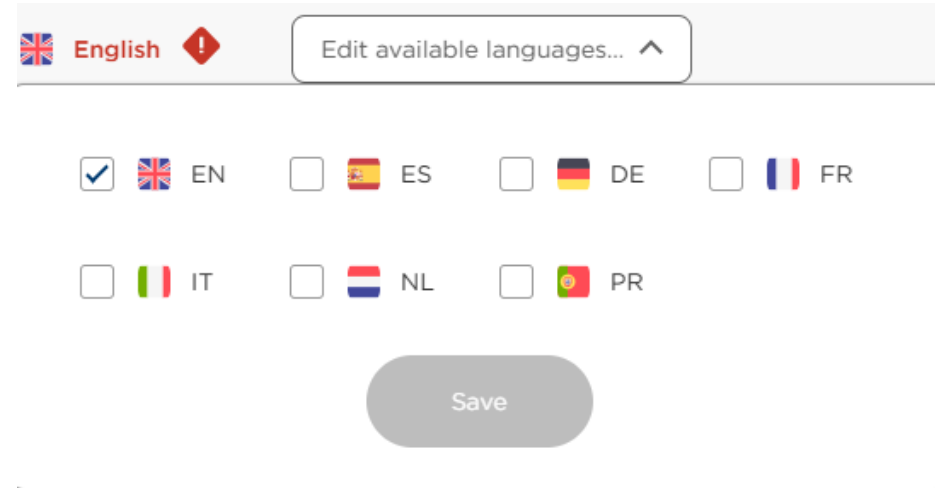
# CREATE A NEW EVENT

## Languages

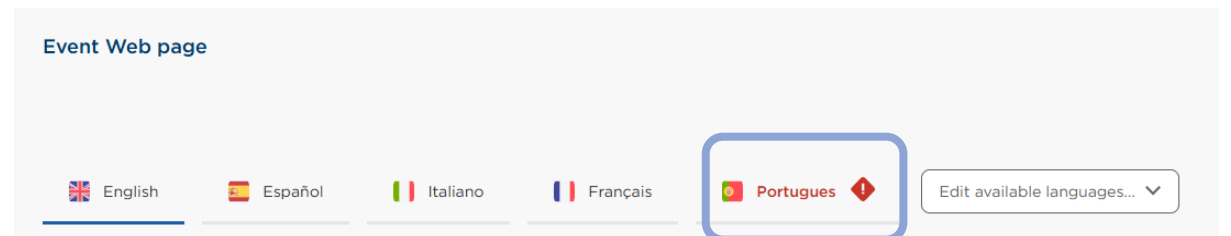
The event can be in the seven languages that we have available on the website. For this purpose, in the header there is a field that the organizer can open and select the languages they want.

The organizer must fill out all content in the new language, as it is not copied or translated automatically.

When a language has been selected but there are fields that are not configured or have errors, an alert symbol will be displayed next to the language to warn the organizer that they must review that language for the correct configuration of the URL.



This screenshot shows the 'Languages' configuration interface. At the top, there is a header bar with the current language 'English' (indicated by a UK flag and a red alert icon) and a button labeled 'Edit available languages...' with an upward arrow. Below this, there are seven language options arranged in two rows: EN (UK flag, checked), ES (Spain flag), DE (Germany flag), FR (France flag), IT (Italy flag), NL (Netherlands flag), and PR (Portugal flag). Each option consists of a checkbox, a flag, and the language code. A 'Save' button is located at the bottom center of the interface.

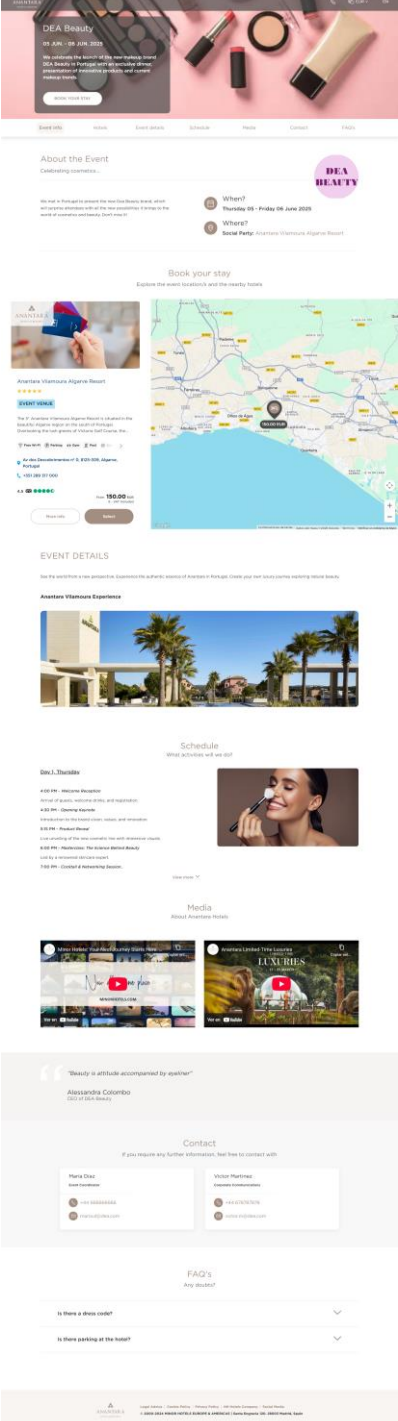


This screenshot shows the 'Event Web page' interface. It features a horizontal navigation bar with five language options: English (UK flag), Español (Spain flag), Italiano (Italy flag), Français (France flag), and Portugues (Portugal flag). The 'Portugues' option is highlighted with a blue box and has a red alert icon next to it. To the right of the language options is a button labeled 'Edit available languages...' with a downward arrow.

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**SEE EVENT WEB PAGE**

SEE EVENT WEB PAGE





# PAYMENT METHODS

# AVAILABLE PAYMENT METHODS





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**BEFORE SEND THE URL**



# TEST THE MY EVENT SPACE BEFORE YOU SEND THE URL TO THE CLIENT

Test the Event Page (URL) & make a Test Reservation according to the manual:

- ✓ Confirm **Rate & Price** displayed, as well as **T&Cs** (Step 1 & 2)
- ✓ Confirm **Reservation**
- ✓ Confirm ALL information in the **Confirmation Email** is correct
- ✓ Confirm that the **Room** is correctly **discounted** in TMS
- ✓ Cancel **Reservation**
- ✓ Review the room has come back to the **Convention Group Availability**
- ✓ Send the **URL** to the client → only if the test is successful



**IF MY EVENT SPACE DOES NOT WORK**



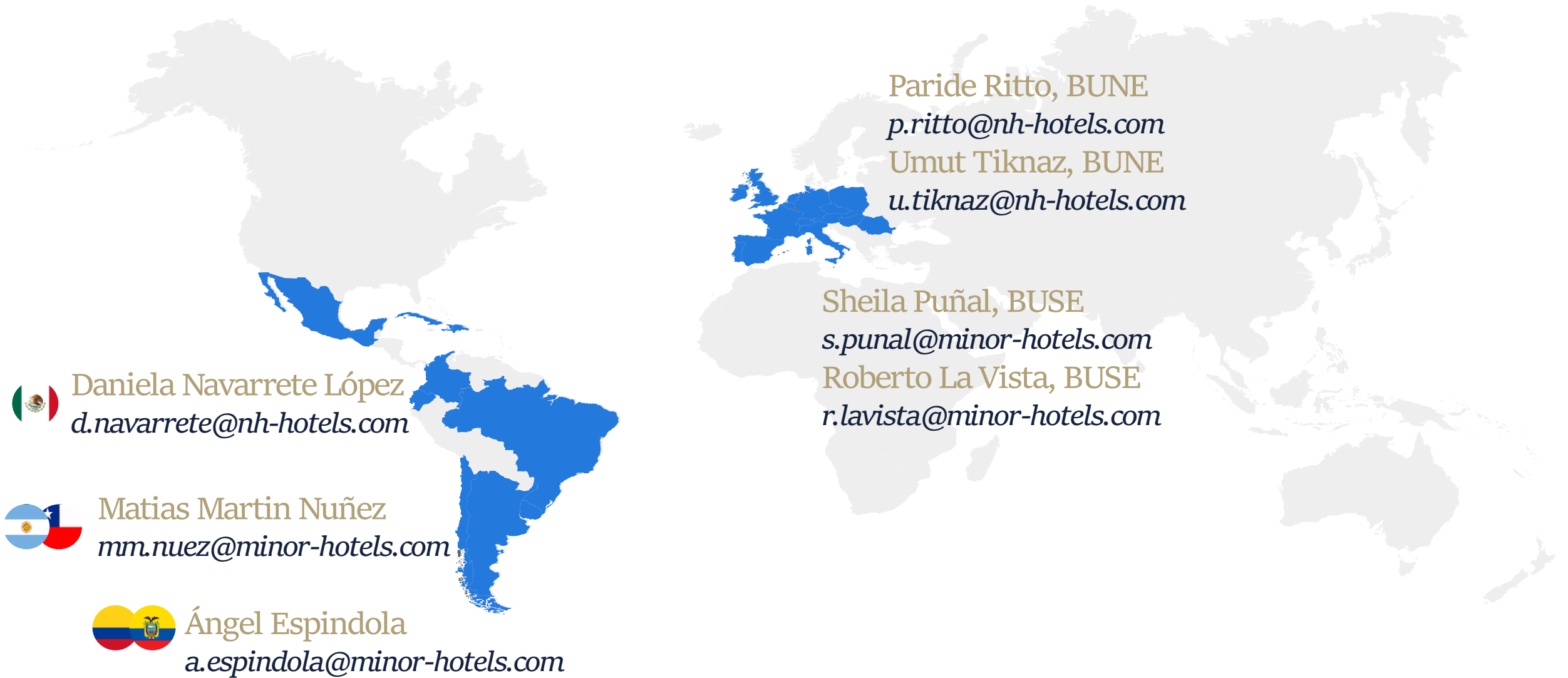
# IF MY EVENT SPACE DOES NOT WORK VERIFY THE FOLLOWING

- ✓ Make sure “Public” TMS4C is ticked
- ✓ Verify Dates information is correct
- ✓ Inform CUT-OFF date
- ✓ Tick Retrieve changes
- ✓ Ensure Rooming is allowed
- ✓ Make sure there is not a receptive client in the evento (SAP-CRM). If there is, ERASE it
- ✓ Don't edit the evento in TMS while somebody else is doing it -> The tool won't work
- ✓ Ensure Cancellation Conditions are correct
- ✓ Check Guarantee Conditions
- ✓ Ensure the restrictions of the event are correct under the conditions tab, and click both conditions of Don't Verify Sales Close (conditions and overbooking)
- ✓ Make sure Availability in Room Numbers & Guests by Room is correct
- ✓ Generate the Event according to the Manual



# KEY USERS MY EVENT SPACE BY BU

# Key Users My Event Space By BU (the way to contact must be the JIRA)



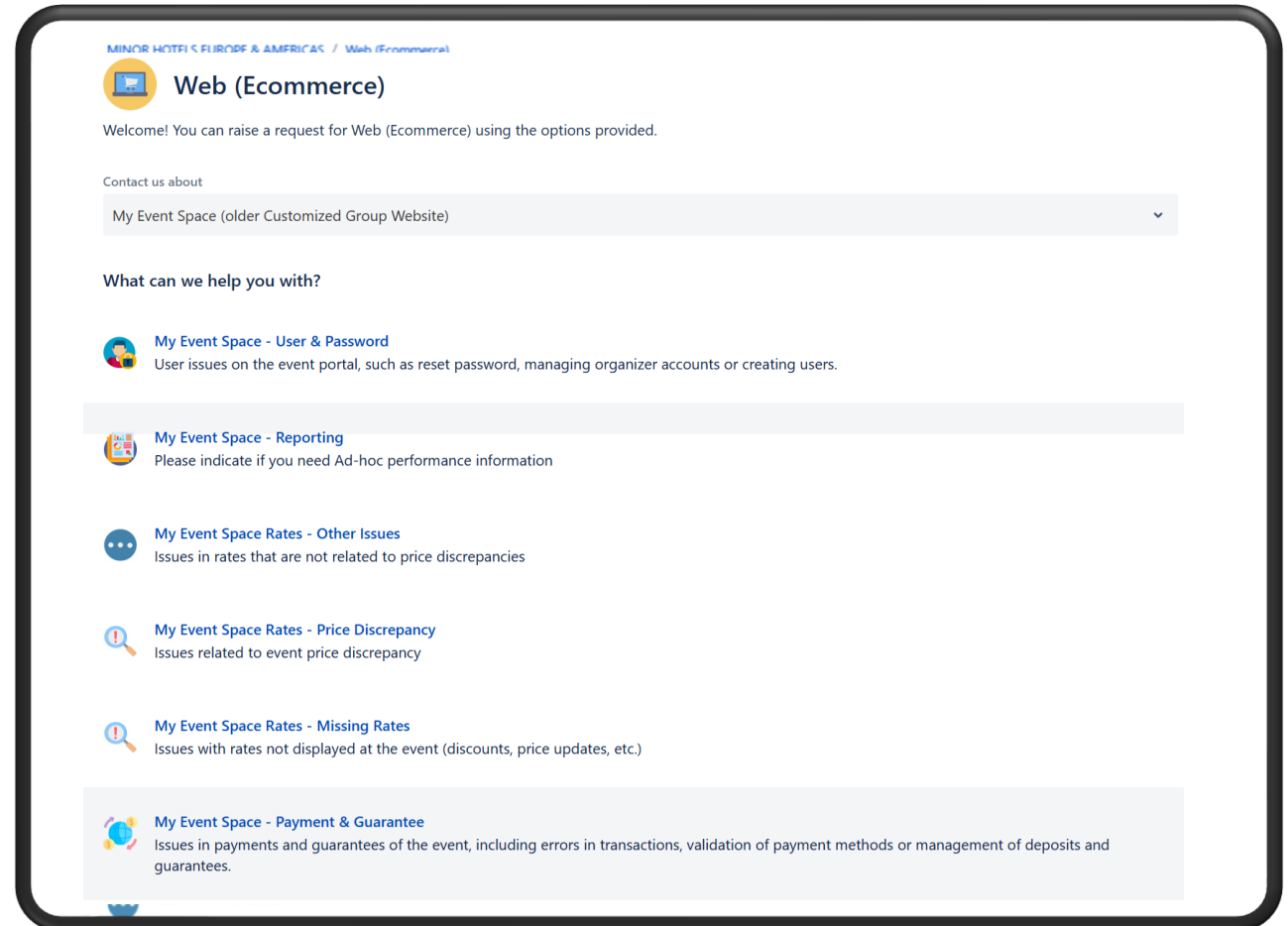
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**DO YOU NEED HELP?**

# HOW TO OPEN A JIRA

If you have any questions or/and issue, please open a [JIRA](#) in this category and include all the information:

- MB number
- URL of the event
- Screenshots with the issue





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**Thank You**

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