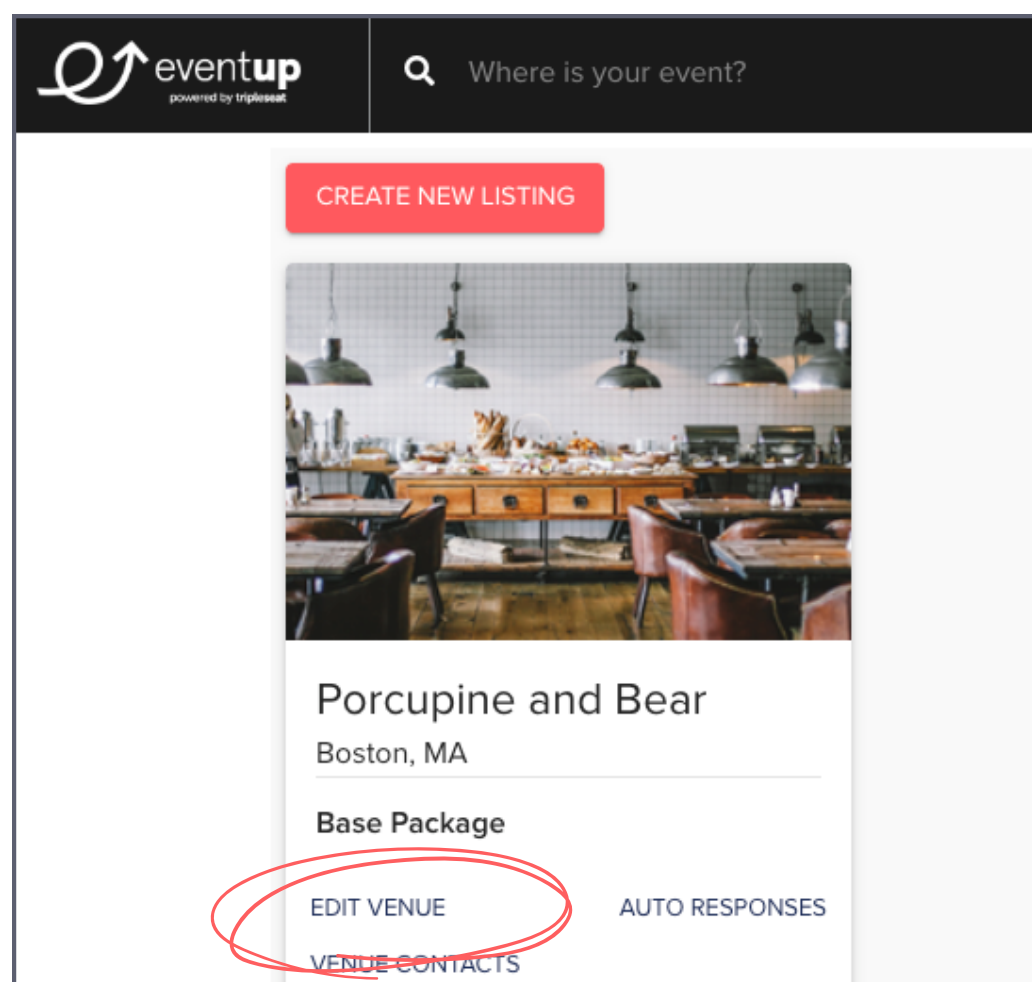# How to Edit a Listing on EventUp

After one of our EventUp professionals has worked with you to get the information to build your listing, you also can go into the EventUp site and edit anything you need to update or add.

1. Access in EventUp portal.

- Log in to the EventUp Portal > My Listings > Edit Venue.
- This will be where you can edit everything that an event planner sees when visiting your listing. You will be able to update the following options:
  - Name and Description
  - Photos
  - Address and Location Details
  - Pricing and Availability
  - Miscellaneous Details
  - Areas, Facilities, or Rooms
  - FAQs, Floor Plans, Reviews, and Videos
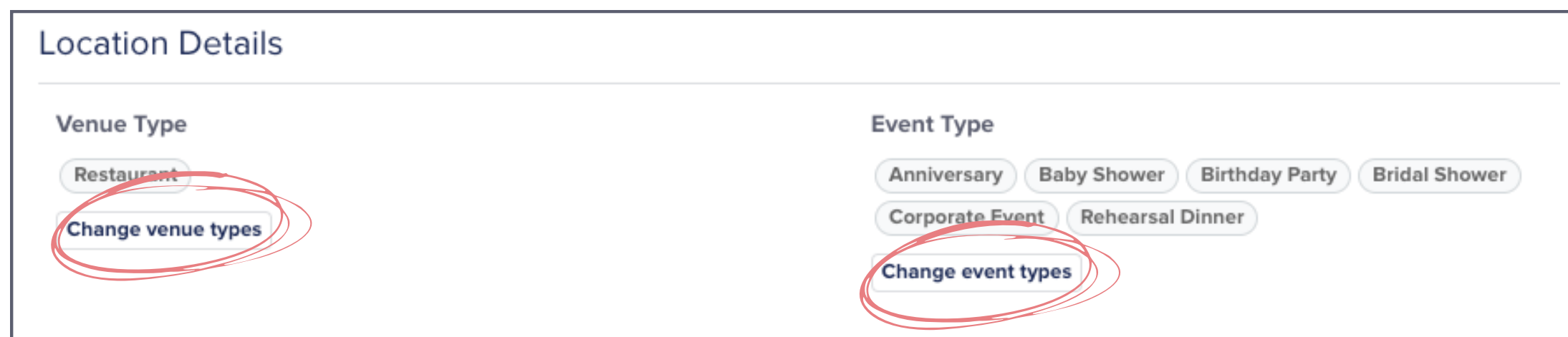
2. Edit the name and description of the venue.

- The first option that can be edited for a listing is the venue name.
- The description below the name is a text box that can be formatted and host links as well. This can be edited seasonally to reflect any changes to your venue and will link to SEO keywords.
  - You can also use the "Enhance with AI" button to help write your venue description! Watch this video to learn more.

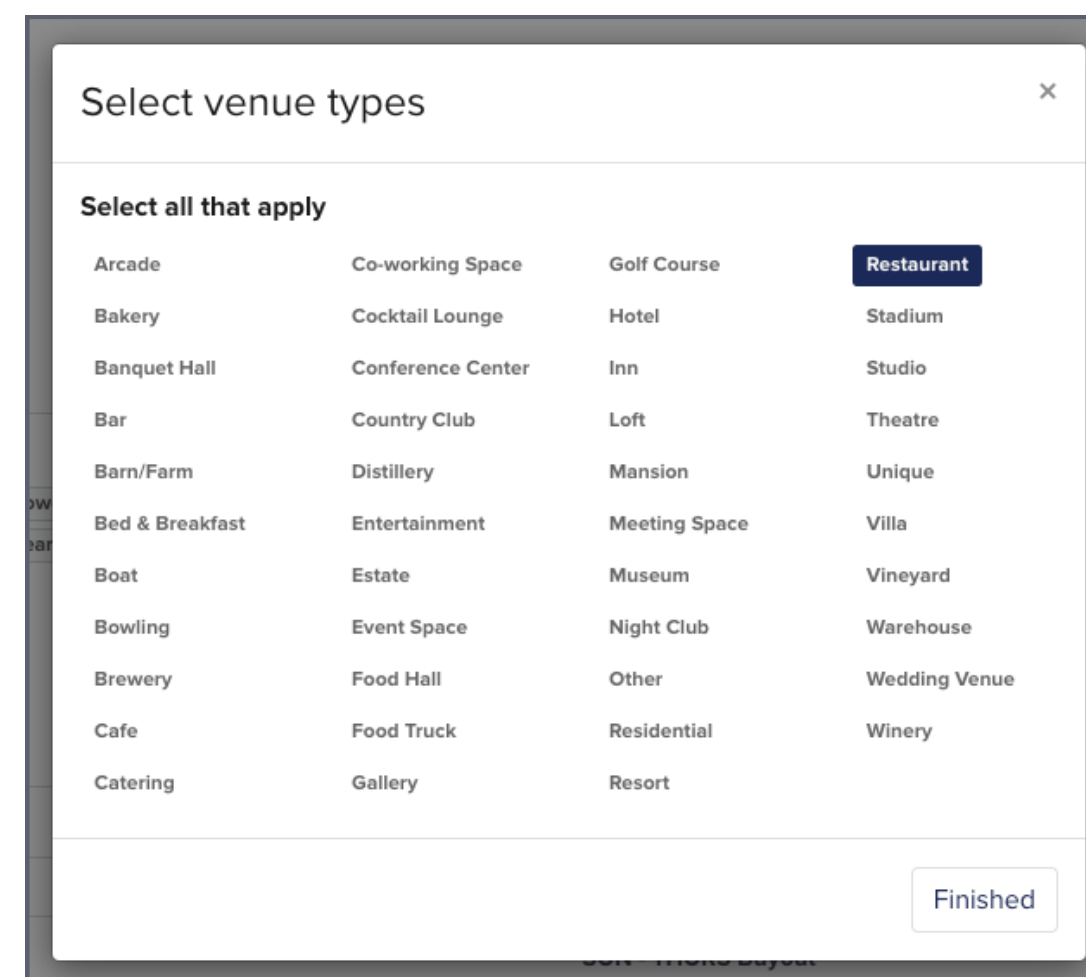## 3. Edit an address or location details.

- In the address section, the grey boxes (City, State, Zip, etc.) will change automatically when an address is typed in and will change the map as well.
- You can also search for neighborhoods to add to your location's address.

Underneath each of the location details (Venue Type, Event Type, Style, and Amenities) there is an option to change these details and will bring up a new pop-up window with a list of options to select.
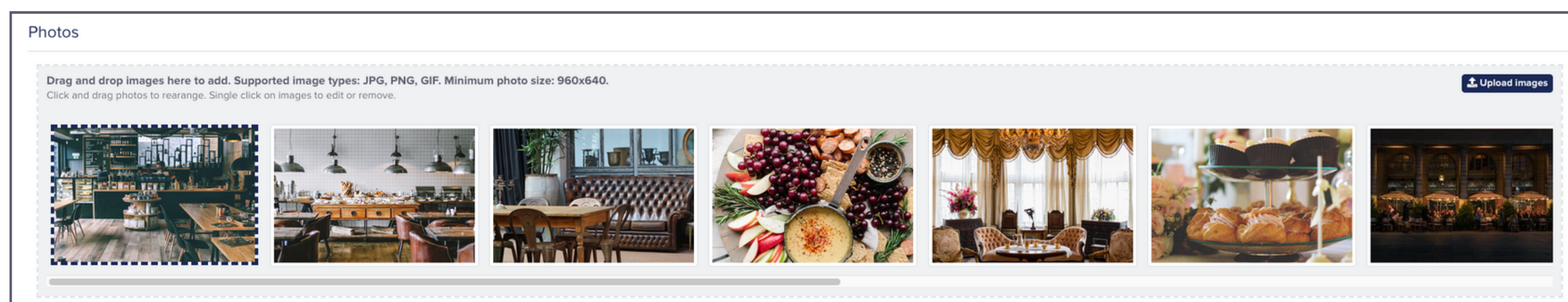

- Select "Change _____"
- Choose options on the pop-up window that appears.
  - Venue Types and Amenities have no limit on selections.
  - Event Types have a limit of 6 selections.
  - Styles have a limit of 4 selections.
- Click "Finished" or the "X" in the top-right corner to get out of the pop-up window.
- Click "Update" to save any changes.

4. Add and rearrange photos.

- Drag and drop photos or click "Upload Images" to import photos from your computer.
- Rearrange the order of photos by dragging and dropping them. The first photo will automatically be the photo that appears on EventUp's directory when searching for venues.

5. Edit pricing and availability.

Pricing can be added to a listing in three different ways:
- Average pricing at the event level, hourly rate, or full-day rental
- Friday-Saturday, Friday-Saturday Buyout, Sunday-Thursday, Sunday-Thursday Buyout, and Weddings
- Minimum Event Budget
  - A visible price range will be automatically assigned to your listing based on your budget amount.

Pricing

Avg. Event Cost	FRI - SAT	SUN - THURS	Minimum Event Budget
$	$	$	$ 2500
Avg. Hourly Rate	FRI - SAT Buyout	SUN - THURS Buyout	Price Range ❓
$	$	$	$
Avg. Full Day Rental Cost	Weddings		
$	$		

Availability is listed Monday-Sunday with the option to add in specific hours or select "Closed," "By Appointment Only," or "24 Hours."
- You can also do a combination of all options. For example, Closed on Sunday, By Appointment Only Monday-Thursday, and specific hours Friday and Saturday.

Availability

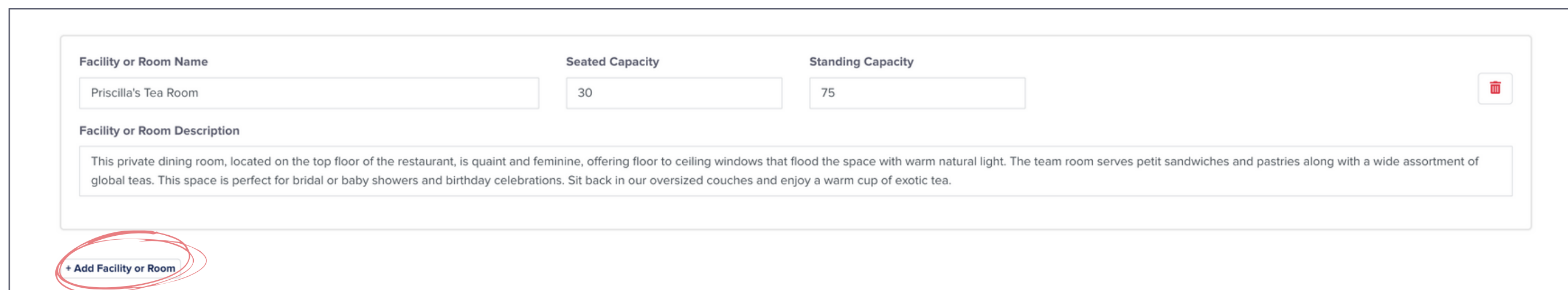|	Open Time	Close Time			
Monday	12:00 PM ▾	12:00 PM ▾	☑ Closed	☐ By Appt.	☐ 24 hrs
	Open Time	Close Time			
Tuesday	4:00 PM ▾	9:00 PM ▾	☐ Closed	☐ By Appt.	☐ 24 hrs
	Open Time	Close Time			
Wednesday	4:00 PM ▾	9:00 PM ▾	☐ Closed	☐ By Appt.	☐ 24 hrs

6. Edit miscellaneous details.

Miscellaneous details in the event listing have editable text boxes for the following:
- Overall standing and seated capacities
- Minimum guests
- Square footage

You can also select from drop-down menus for both "Food" and "Beverage" and select one option for each.

7. Add and edit areas, facilities, or rooms.

- Select "Add Facility or Room" to add different spaces or rooms that are available to rent.
- Include the name of the area, its seated and standing capacities, and a short description of the space.

Facility or Room Name | Seated Capacity | Standing Capacity

Priscilla's Tea Room | 30 | 75

Facility or Room Description

This private dining room, located on the top floor of the restaurant, is quaint and feminine, offering floor to ceiling windows that flood the space with warm natural light. The team room serves petit sandwiches and pastries along with a wide assortment of global teas. This space is perfect for bridal or baby showers and birthday celebrations. Sit back in our oversized couches and enjoy a warm cup of exotic tea.

+ Add Facility or Room

8. Add the "Closer Look" details (FAQs, floor plans, videos, and reviews).

- Select "Add FAQ" to add some questions you normally receive from planners with thorough answers.
- Drag and drop floor plans or click "Upload files" to import floor plans from your computer.
- Add Google or Yelp Review IDs, or Facebook review embed code.
- To add multiple Facebook reviews, select the "Add Facebook Review" button.
- Add video embed codes and select the "Add Video" button to add more videos.

9. Select "Update" at the bottom of the page to save any changes made.

Congratulations! Your listing is updated and ready for all event planners to see! Make sure you go back to update any changes that happen at your venue.

Still have further questions or need some assistance?
Please reach out to support@eventup.com to speak with one of our helpful EventUp experts!