

Logging Visit Austin links for FY24-25 Grantees in Submittable

These instructions are for the Account Owner. If you have a Collaborator, you must first add the Collaborator to access and fill in a form. Only the Account Owner can submit a form once filled in. For more information on Collaborator role, [please follow the instructions on Submittable](#).

1. Accessing Your Account

- o [Log in to your Submittable account](#).
- o Choose the active grant in Submittable.
- o Navigate to the Forms section.

2. Logging your Visit Austin Link in Submittable

- o Scroll down to the section called "Request Forms."
- o Click on the form called "**Visit Austin Calendar Posting Confirmation.**"
- o Respond to three questions in the form:
 1. *Are you providing a new Visit Austin Event, or an existing event that was edited?*
 2. *Do you have a working Visit Austin Weblink?*
 3. *Paste the Visit Austin Weblink for your event.*
- o Collaborators may enter responses to the questions but must click on Save Draft, so that Account Owners can submit the form.

3. Submitting Your Form

- o Only Account Owners can submit a form.
- o Upon successful submission, you'll receive a confirmation message.
- o Return to the Forms section to log additional confirmed Visit Austin links.
- o Repeat the same steps for each event link.
- o Submit the form for every Visit Austin post made for your grant activities.

4. Conclusion

- o By following these steps, you can effectively log your Visit Austin posts using the **Visit Austin Calendar Posting Confirmation** in Submittable throughout your contract period.
- o City Staff will review the form. If correct, it will be accepted. Once accepted in Submittable, you can see that there is a record of the acceptance INSIDE of the Submittable platform.
- o No tracking is done for Visit Austin via email.