OEDIT Application Portal Instructions: Meeting & Events Incentive Program

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The Colorado Tourism Office provides support to our partners through a variety of opportunities. All opportunities can be accessed utilizing the OEDIT application portal. This user guide provides web screen shots to reach the application portal from OEDIT's website, navigate the application portal, complete an application and submit a report.

The OEDIT application portal is compatible with these web browsers - Mozilla Firefox and Chrome – please make sure that you are using one of these.

Your starting point is the OEDIT web-page https://oedit.colorado.gov/meetings-and-events-incentive. On our webpage, you can learn about the Meeting & Events Incentive Program. Learn about eligibility, required application materials, and reporting requirements.

### Meeting and Events Incentive

The Meeting and Events Incentive provides a 10% cash rebate against eligible hard costs for hosting meetings and events in Colorado that take place on or after July 1, 2021 and on or before December 31, 2022. The minimum rebate is $3,500 and the maximum rebate is $100,000.

The program’s goal is to increase tourism industry recovery by incentivizing meeting and event planners to:

- book new meetings and events in Colorado rather than in one of our competitor states
- retain meetings and events where there is a demonstrated likelihood that an event or meeting may be canceled, postponed, or relocated to other states

The Colorado Tourism Office is partnering with Metropolitan State University to execute this program.

⚠ Applications for this program open on July 1, 2021.
Guide to OEDIT Application Portal

New User Registration

Step One: Go to the OEDIT application portal: https://oedit.secure.force.com/oedit/. We suggest you use the following browsers: Mozilla Firefox and Chrome.

Step Two: If you do not have a log-in, click “New User?” and complete the new user registration information. For Registration Purpose choose "Meeting & Events Incentive" (CTO) New user registration and verification takes 48 business hours. New users should receive a verification email within 48 hours. New users are encouraged to log-in back in at least 48 hours after completing registration.

Note: Applicants should be the primary organizer, event host or meeting/event planner responsible for organizing the event.
Accessing Meeting & Events Incentive Program Opportunities

**Step One:** Go to the OEDIT application portal: [https://oedit.secure.force.com/oedit/](https://oedit.secure.force.com/oedit/). We suggest you use the following browsers: Mozilla Firefox and Chrome.

**Step Two:** Enter your Username and Password. A Username is typically your email address. If you forgot your password, click “Forgot Password?” for a new one to be generated. Click the “Login” button.

**Note:** Applicants should be the primary organizer, event host or meeting/event planner responsible for organizing the event.
**Step Three:** This page shows the various funding and incentive applications available from OEDIT. Look for the “Meeting & Events Incentive” tile and click on it to access available opportunity applications and submit reports.

**Step Four:** On the “Meeting & Events Incentive” page, scroll down to “Apply for Opportunities” in order to access applications for available opportunities.
**Step Five:** Click on the name of the program under the Details hyperlink or the blue "Apply" Action button to access the application you want to complete.

**Step Six:** On the Program Description page, read the overview and scroll down to the bottom of the page and page click on the “Apply Now” button.
Step Seven: The application is launched. Make sure to click “Save” for each section.
Step Eight: Click on “Submit” when your application is complete. Please note that once you hit submit you will be unable to edit your application. **Note:** To download a copy of your application click on the PDF icon next to the “Submit” button.

Troubleshooting: If you are unable to access the “Submit” button, check that all required application questions have been answered. View the "Review & Status" tab to determine if questions have not been answered.
Step Nine: If you save a draft and come back to your application, you can access your draft by either clicking on the green “Edit” Action button under Apply for Opportunities or click on the blue edit Actions icon under Meeting & Events Incentive heading.
Step Ten: To print or view your entire application, scroll past “Apply for Opportunities” and click the grey “Print” icon under the “Meeting & Events Incentive” table.

You can also print or view a completed application, by clicking on the white “View” Action button under “Apply for Opportunities”.

### APPLY FOR OPPORTUNITIES

- **Meeting & Events Incentive Rebate Program**
  - **Category**: Tourism Office
  - **Division**: First-Come/First Served
  - **Close Date/Time**: 12/31/2022 10:30 PM
  - **Action**: Apply/View
Accessing Reports

**Step One:** Go to the OEDIT application portal: [https://oedit.secure.force.com/oedit/](https://oedit.secure.force.com/oedit/). We suggest you use the following browsers: Mozilla Firefox and Chrome.

Enter your Username and Password. A Username is typically your email address. If you forgot your password, click “Forgot Password?” for a new one to be generated. Click the "Login" button.

**Step Two:** Click on the “Meeting & Events Incentive” tile to access and submit reports tied to pre-approved applications.
Step Three: On the “Meeting & Events Incentive” page, scroll down to “Meeting & Events Incentive” and click on the orange icon next to the Application being reported on.

Step Four: On the Funding Application Details page click “Add New Report” and then follow the instructions for the report to be created.
**Step Five:** On the New Reports page click “Create” and then follow the instructions for the report to be created.

**Step Six:** The report is launched. Make sure to click “Save” for each section. Click on “Submit” when your report is complete.
**Step Seven:** If you save a draft and come back to your report, you will need to click on the edit icon under “Edit/View My Reports.”

<table>
<thead>
<tr>
<th>ID</th>
<th>Parent Application Id</th>
<th>Organization Name</th>
<th>Name</th>
<th>Closing Date</th>
<th>Fiscal Year</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>APP-330699</td>
<td>APP-330643</td>
<td>OEDIT</td>
<td>Meeting &amp; Events Incentive Final Report</td>
<td></td>
<td></td>
<td>Draft</td>
<td></td>
</tr>
</tbody>
</table>

**Step Eight:** To print or view your entire report, click “Print” under “Edit/View My Reports.”

If you have any questions about the online reporting system, please Elizabeth O’Rear at elizabeth.orear@state.co.us.