

TOURCUE ORGANIZER GUIDE

Creating a Tour, Days & Legs

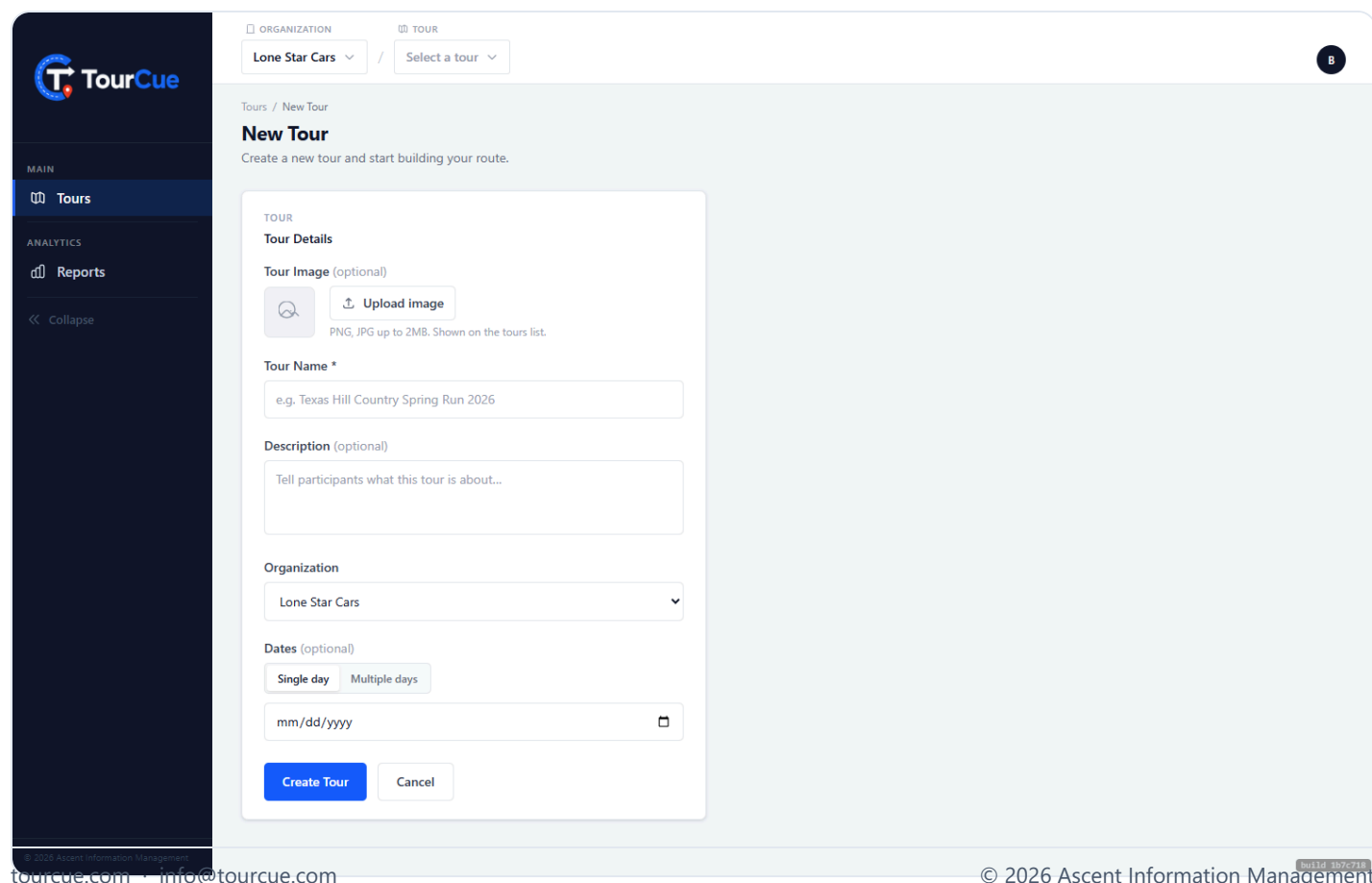
After the onboarding wizard builds your first tour, you create every tour after it right here.

► Watch the walkthrough video

► **Watch the video:** <https://www.tourcue.com/guides/03-create-tour-days-legs>

1 Create the tour

From Tours, click New Tour. Give it a name and a date — a single date is a one-day tour, a range is multi-day — plus an optional description and image (that image fronts your public tour page). Then Create Tour.



The screenshot shows the 'New Tour' form in the TourCue application. The form is titled 'New Tour' and includes the instruction 'Create a new tour and start building your route.' The form is divided into several sections:

- TOUR Details:**
 - Tour Image (optional):** Includes an 'Upload image' button and a note: 'PNG, JPG up to 2MB. Shown on the tours list.'
 - Tour Name *:** A text input field with the example 'e.g. Texas Hill Country Spring Run 2026'.
 - Description (optional):** A text input field with the placeholder 'Tell participants what this tour is about...'.
- Organization:** A dropdown menu currently showing 'Lone Star Cars'.
- Dates (optional):**
 - Buttons for 'Single day' and 'Multiple days'.
 - A date input field with the placeholder 'mm/dd/yyyy' and a calendar icon.

At the bottom of the form are two buttons: 'Create Tour' (in blue) and 'Cancel'.

The sidebar on the left shows the navigation menu with 'Tours' selected under the 'MAIN' section. The top of the page shows the 'Lone Star Cars' organization and a 'Select a tour' dropdown.

2 Add your days

Open Days & Legs and add each day with a label and date. A single-day event just has the one day.

3 Add your legs

Inside a day, add your legs. A leg is one continuous drive, and each gets its own route, cue cards, and QR join code. Name it something your drivers will recognize, then open it to build the route.