

How to Add an Event

Adding an event to the Community Calendar is very easy, and only takes a couple of minutes to learn.

Click on “**Submit an Event**”



Before adding an event, you need to log into the community calendars website. If you are not logged in the website will pop up a screen requesting your username and password once completed please click on “Log in” (If you have questions on creating a user account please click here [Creating a user account](#))

A screenshot of a website's 'User account' page. At the top, there is a navigation bar with 'Submit an Event' and 'By Date' with a dropdown arrow. Below the navigation bar, the word 'Home' is visible. The main heading is 'User account'. There are three buttons: 'Create new account', 'Log in' (circled in red), and 'Request new password'. Below these buttons are two input fields. The first is labeled 'Username:' and contains the text 'Type your username here'. Below it is the instruction 'Enter your Community Calendars username.'. The second is labeled 'Password:' and contains the text 'Please choose a password'. Below it is the instruction 'Enter the password that accompanies your username.'. At the bottom left, there is a 'Log in' button with a yellow callout bubble and a hand cursor pointing to it. Below the form is a grey box with the text: 'To submit an event: Login by clicking the Login link above and then submit your event. If you have not yet created an account to login with, please click Create new account.'

Now you need to fill out the [submit an event form](#).

For example: I am having a book sale at the Library on Oct 23rd and 24th this is a free event with all proceeds going to Friends of the Library. Here is how I would fill out the attached form.

How to Add an Event

Although there are many fields, you are only required to complete the fields with an

orange asterix (*)

Note

To post an event, you need to fill out the following form. Before booking your event, consult the **Event Overview** for possible competing events to avoid potential conflicts.

Create Community Events

Event Title: *
Book Sale ←

Cost:
\$0.00 ←

Registration Required: *
 Yes
 No ←

Registration Instructions:

(If your event requires registration this is the place to tell people how to register, who to contact etc...)

▼ Vocabularies

Age: *
 Toddler
 Childern
 Youth
 Adult
 Senior

(If your event is unsuitable for certain age groups, please uncheck them here)

Please choose age ranges suitable to this event.

How to Add an Event

Event Types: *

- Please choose -

Please choose an event type.

Attributes:

- Visually Impaired
- Wheelchair Accessible
- Hearing Impaired
- Licenced Event
- Bilingual
- English
- French
- Family Friendly
- Free Event
- Paid Event
- Paid Parking
- Free Parking

Please select event attributes.

Is a private event? * *Please ignore this section.*

No

A private event can only be viewed by registered users.

Organization: *

- Please choose -

Please choose an organization holding this event. Please contact your admin if you want to add new organizations.

Event Date

From date: *

11/03/2009 10:10AM

Format: 11/03/2009 Format: 10:10AM

To date:

11/03/2009 10:10AM

Format: 11/03/2009 Format: 10:10AM

When entering AM or PM simply type

(If your organization is not listed, please either select the library or contact the library to have your organization)

How to Add an Event

▼ Repeat

Choose a frequency and period to repeat this date. If nothing is selected, the date will not repeat.

-- Frequency -- Period

Until:

Format: 11/03/2009 Format: 10:10AM

Date to stop repeating this item.

If your event repeats (i.e.; the 3rd Friday of the month, except August), you can set this here. Click the "Advanced" or "Except" tabs for more options, or contact the library for assistance.

▼ Advanced

If no advanced options are selected, the date will repeat on the day of week of the start date for weekly repeats, otherwise on the month and day of the start date. Use the options below to override that behavior to select specific months and days to repeat on. Use the 'Except' box to input dates that should be omitted from the results.

| Month: | Day of Month: | Day of Week: |
|-----------|---------------|-----------------|
| -- Any | -- Any | -- Any |
| January | 1 | Every Sunday |
| February | 2 | Every Monday |
| March | 3 | Every Tuesday |
| April | 4 | Every Wednesday |
| May | 5 | Every Thursday |
| June | 6 | Every Friday |
| July | 7 | Every Saturday |
| August | 8 | First Sunday |
| September | 9 | First Monday |

▼ Except

Dates to omit from the list of repeating dates.

Format: 11/03/2009 Format: 10:10AM

Show summary in full view

Event Description:

Friends of the Library Book Sale ←

Web page addresses and e-mail addresses turn into links automatically.

Lines and paragraphs break automatically.

[More information about formatting options](#)

▼ Location

Location name: ← e.g. a place of business, venue, meeting point

Street: ←

Additional:

City: ←

State/Province:

Country:

Phone number:

Fax number:

How to Add an Event

Contact Name and Email:

If the public may contact someone with questions about the event, please put their name & address in one of the blanks.

For example, somebody(somebody@email.com).

▼ Speaker Information

Speaker:
 If there will be a featured speaker, thier name and organization goes here.
Input speaker name

Speaker Organization:

Sponsor:
 If the event is sponsored, add the sponsoring agency here.

Event URL:
 If the event has a website with additional information please enter the website address here.

The prefix (http://) is optional.

More Info Link:


URL: *These blanks can hold other addresses with information helpful to attendees.*

URL:

The prefix (http://) is optional.

Event Location:
 Please leave this empty. It is used for automated imports.

Note: The Event Location field is used for Feed API items (Pull-ins from RSS). You need NOT fill this Event Location field. The information you enter in this field will be ignored.



Click on preview to see what your event will look like.

How to Add an Event

Check your listing to ensure all the information is there and correct. If the listing is correct, scroll to the bottom of the page and click the save button. If the listing requires changes, you may make them here.

Preview

Book Sale

Cost:
\$0.00

Ticket Required:
No

Registration Required: No

Event Date:
Fri, 10/23/2009 - 1:00pm - 4:00pm

To see similar events, please click on one of the icons or links below:

| | | | | | |
|-------------------|-----------------------|------------------|-----------------|------------------|----|
| T Toddlers | C Children | Y Youths | A Adults | S Seniors | |
| Libraries | Wheelchair Accessible | E English | Family Friendly | Free Event | No |

Organization #2

After clicking on "Save" you will see, your event has been created.

Community Events Book Sale has been created.

How to Add an Event

Book Sale

[View](#) [Repeats](#) [Edit](#)

Community Events Book Sale has been created.

| | | | | |
|-----------------------|-------------------|-----------------|-----------------|------------------|
| T Toddlers | C Children | Y Youths | A Adults | S Seniors |
| Wheelchair Accessible | E English | Family Friendly | Free Event | |

Cost:

\$0.00

Event Type:

Libraries

Organization:

Organization #2

Ticket Required:

No

Registration Required: No

Event Date:

Fri, 10/23/2009 - 1:00pm - 4:00pm

Location:

345 Alymer St N, Peterborough, ON, ca,

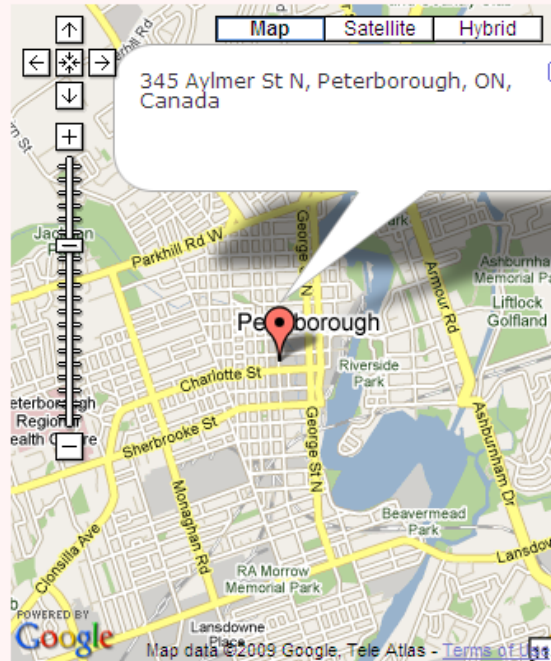
[View Map](#)

Get Directions:

From:

To: 345 Alymer St N, Peterborough, ON, ca,

[Get Directions](#)



[Printer-friendly version](#) [Send to friends](#) [PDF version](#)

To see similar events, please click on one of the icons or links below:

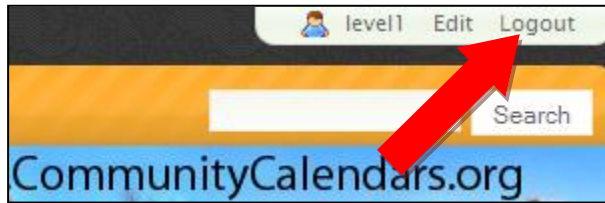
| | | | | | |
|-----------------------|-------------------|-----------------|-----------------|------------------|-----------|
| T Toddlers | C Children | Y Youths | A Adults | S Seniors | Libraries |
| Wheelchair Accessible | E English | Family Friendly | Free Event | Organization #2 | |

How to Add an Event

When you click the save button your event will be sent to the moderation queue, a moderator will check to make sure there are no problems.

New event submitted to moderation. Event title: Book Sale Content: Friends of the Library Book Sale Link to article
<http://practice.communitycalendars.org/node/1314>

You will now go to the home page at this point you can add another event or logout from the top right hand corner of the screen.



Please send any questions, comments or concerns to:

**Tekdesk
(705) 760-9198 tel
(705) 760-9887 fax
(866) 484-0355 toll-free**