## ADD AN EVENT FROM PUBLIC CALENDAR

Anyone can add an event from any public calendar.  These event posts will be sent to the calendar administrator for approval before it is posted.

The name, email address, and phone number of the person posting each event is needed so the administrator can contact them if there are questions regarding the event post.

When an event post is submitted, an email is automatically sent to that Community Calendar Administrator to notify them of a new event waiting for approval.

Note: If your event runs through a sequence of days, but starts and ends on each day, you must submit an event for each day.

## ADD EVENT FROM COMMUNITY CALENDAR: PUBLIC

1. Click **'Add your Event'**
   *- This will bring up the event form*
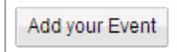
   

2. **Title:**
   *- The title should only be a few words that describe the event and start with the community name.*
     *Example: "Mayo – Child Development Centre"*

   

3. **Category:** drop down list
   *- you can only select one category*

4. **Description:**
   *- Example*
   *"Visits with families to answer any questions about their child's development for children from birth to 5 years. Phone: 867-456-8182"*

5. **Venue:**
   *- The Venue can be the commonly used building or venue name.*

6. **Location:**
   *- The location is where you will put the physical address of the event.*

7. **Website** (include http:// or https://)
   *- It's good practice to go to the website in your browser and copy the address in the address bar, and paste it into this field.  This will alleviate typos on the address while at the same time; you are viewing the website to ensure that it is the correct website you want to post.*

8. Select the '**Start Date**' from the calendar provided once that field is clicked.

   

9. Select the '**End Date**' from the calendar provided once that field is clicked.
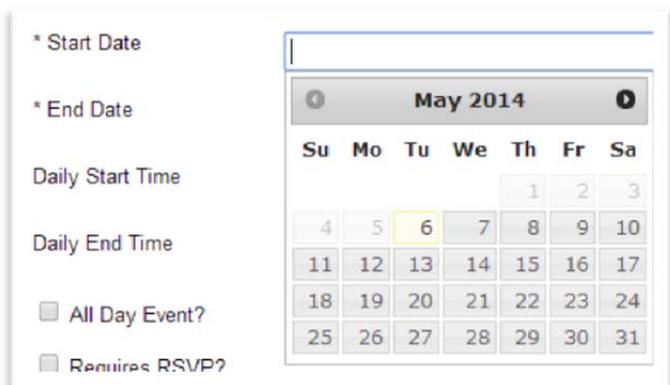
10. **Daily Start Time:**
    *- options include*
        *- 24 hour clock.  Example: 14:00*
        *- or 2:00pm*

11. **All Day Event?:**
    *- Check '**All Day Event**' if this does not have a start time or end time and runs all day.*

12. **Required RSVP:**
    *- Check '**Requires RSVP**' if you would like a link for people to RSVP to this event.*

13. **Contact Email**:
    *- You must provide a valid email address in the 'Contact Email' field if you have selected **RSVP**.*

14. **Recurring Event:**
    *- With recurring events the "End Date" field is when the recurring will stop. The "Start Date" field is the date that the event will occur on, for example if the start date is April 7th, 2011 and the cycle is monthly then the next date the event occurs on will be May 7th, 2011.*
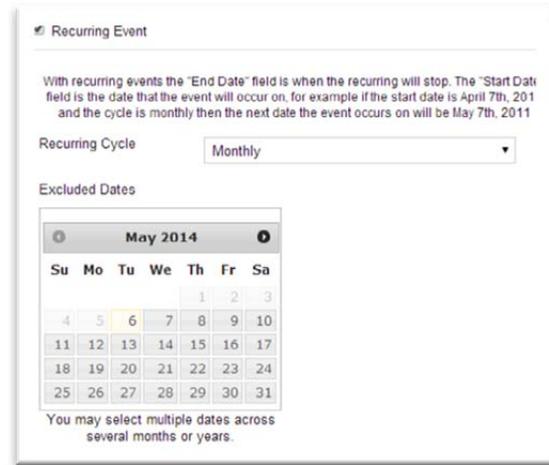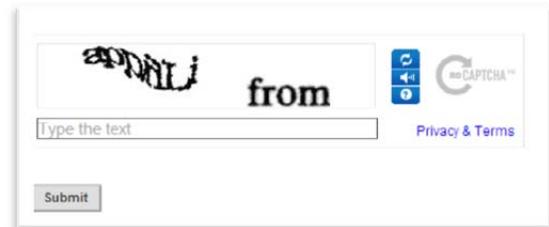
15. **Recurring Cycle:**
    *- if you selected '**Recurring Event**' you must select the **Recurring Cycle** from the drop down list.  Selections include Monthly, Weekly, or Annually.*

16. **Excluded Dates:** Select excluded dates from the calendar available.

17. Enter the **Name**, **Email Address**, and **Phone Number** for the contact person for this event.

18. Enter the '**Captcha code'**

19. **Submit** the event.