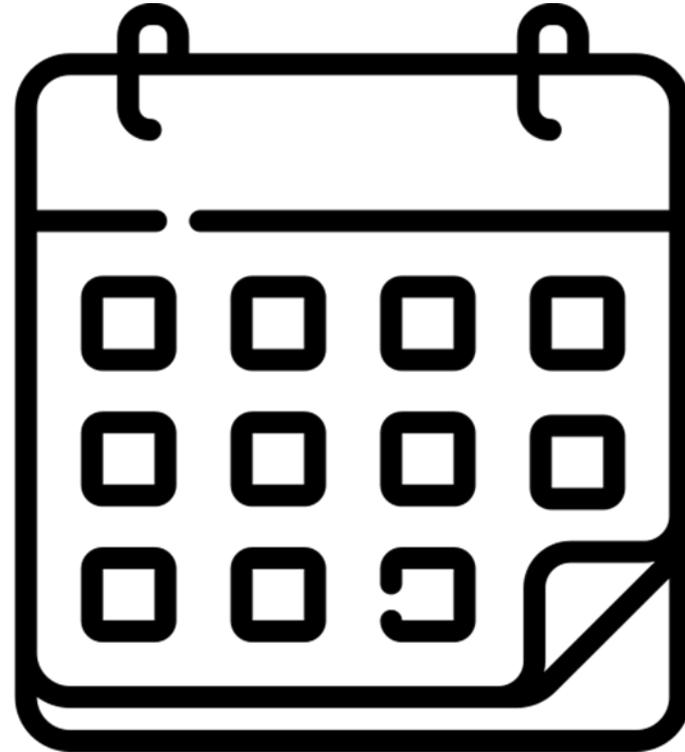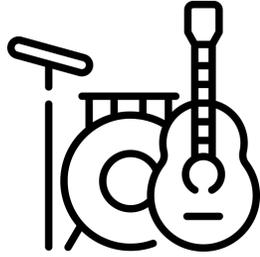# Event Calendar - Add/Edit Municipality of Northern Bruce Peninsula

Please review this step-by-step guide on how to use the municipal calendar

WHAT CONTENT SHOULD BE POSTED?

Any/all events submitted to the calendar(s) should be community affiliated. Private events should not be posted on the calendar(s). Some examples of acceptable events open to the public could include, but are not limited to:

- o Markets
- o Sporting Events
- o Fundraisers
- o Festivals/Fairs
- o Music Events
- o Organized Clean-Ups
- o Workshops

If you are unsure if your event should be posted, please contact the Municipal office directly for further clarification prior to submitting.

Step 1

On the home/main page of the municipal website, you will need to select the 'Events Calendar' icon. Alternatively, you can select 'Community' > 'Events'. This will bring you to the Events Calendar.

Step 2

Once you are on the Events Calendar page, you will need to select the button entitled, 'Submit an Event', located above the calendar itself. It should look like this:

Submit an Event

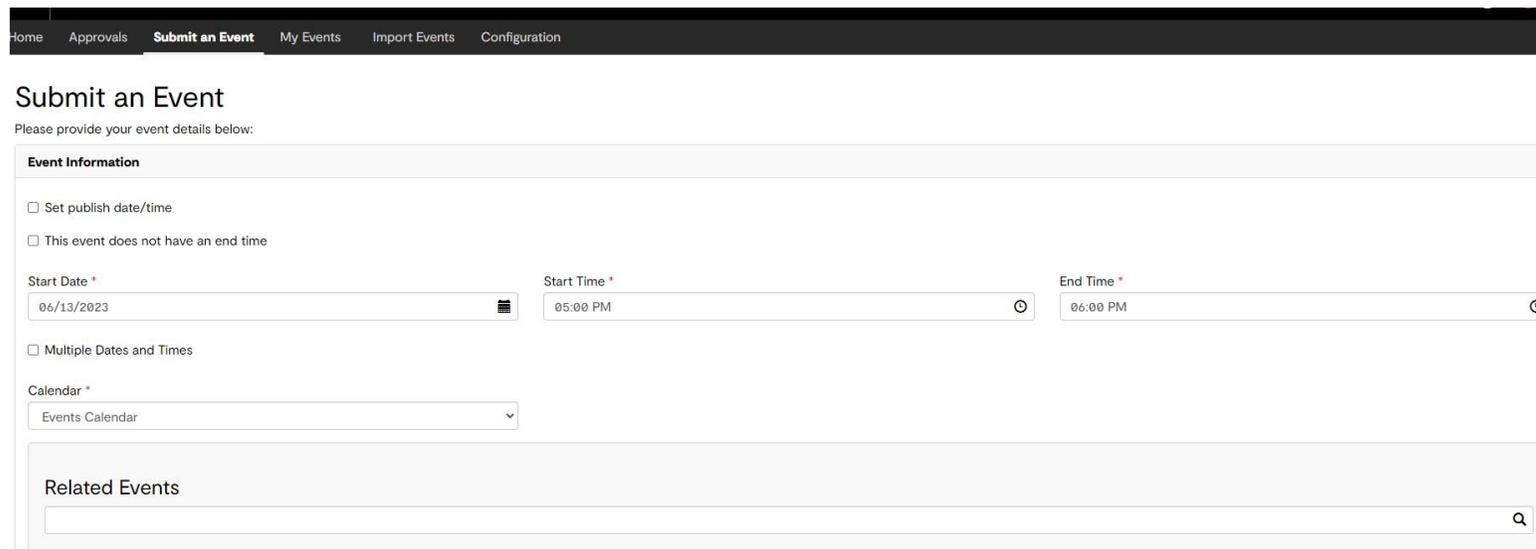This will take you to the "Your Account" page. Please see Step 3 to continue.

Step 3

"Your Account" Page:
If you already have an account simply select "I already have an account" and proceed with login. If not, select "I do not have an account and would like to create one". Once your account is created, <u>you will need to respond to the confirmation email before you are able to submit events</u>.

Step 4

Now that you have signed in, you will be on the "Calendar Home" page. Select "Submit an Event" from the toolbar at the top. This will bring you to the "Event Information" form (please see the following pages for more information on the form options) which looks like this:

Event Form Options(Step 4)

Event Date & Time:

You will need to fill out the start date, start time and end time fields. If the end time is not applicable, please select "The event does not have an end time" checkbox.

Recurring events:
If this event will occur more than once, select the "Multiple Dates and Times" checkbox. This will allow you to add different start dates and times for the recurring event. Select the "Recurrence" checkbox to set up a daily or weekly recurring event.

Event Information:

Complete the "Event Title" and "Event Details" fields. Please use these fields to provide a brief description of your event and relevant details that might not be on the form (i.e., equipment required, fees, etc.).
Please use the category feature to refine the search for your event as well.

Event Form Options (Step 4)

Address:

Complete all applicable address fields for your event.

Contact Information:

Please include a contact name, phone number and email address. This field also allows you to add an event website and/or social media platforms, if applicable.

Attachments:

A brochure, guide, image, etc. can be uploaded in this section for your event. Click the "Browse" button and select a file or image and then click "Upload" to add it to the Event Form.

Step 5

Now that the Event Form has been completed, select the "Preview" button (located at the bottom of the page) to review the entered information. Changes can be made at this time by using the "Back" button, which will bring you back to the Event Form.

Once you are satisfied with the content, select the "Submit" button. The event request will then be sent to a municipal calendar administrator for their review and approval. Should there be any concerns or questions surrounding the submission, they will contact the event person(s) using the contact information provided in the Event Form.

If you have any questions throughout your event request submission, please contact the Municipality of Northern Bruce Peninsula directly at 519-793-3522 for further assistance.