

## How to Add Events to the Calendar

**Event Calendar** - Visible on right side of web site and from horizontal menu

The Event Calendar is to be used for posting events that have a definitive start and finish. Events are only to be posted on the date(s) that the event takes place.

- Reoccurring activities (such as a Sunday Brunch that occurs every Sunday of the year) that are part of the normal service offering of a business are not considered Events.
- Reoccurring sales and specials are not considered Events.
- The Event Calendar is not to be used for the sale of products and/or services.

**Event Examples:** Hikes, shows, classes, community meetings, openings, races, fundraisers, dances, theatre, concerts, auctions, annual general meetings, closings, anniversaries, new menus, restructuring, studio tours, festivals, trade shows, workshops, fairs, and seminars.

Events are to be posted by the member. Any 3rd party event requests that come through the Tourism office will be forwarded to the respective member to post.

**Link to the Events Calendar:**

[www.thehillsofheadwaters.com/event-calendar.php](http://www.thehillsofheadwaters.com/event-calendar.php)

**Instructions:**

-> go to [www.thehillsofheadwaters.com](http://www.thehillsofheadwaters.com) ->tourism association -> Member Log In

1. Log In and you will be taken to the 'member home' page which only Headwaters members can see.
2. Click on **edit content** at the top right of the screen
3. This will take you to the 'admin page'. On the left of the screen you will see 'to begin select a section to edit\*', click the little down arrow and select **events**.  
\*this is called a drop down menu
4. A blank table will appear. Click **add new** to add an event.
5. A blank form will appear and this is where that you add your information.
6. Select Public to show up on the external web site, select Private to show up in the Members section only or select Public/Private to display in both places.
7. Add a descriptive event title.
8. Select which type is best to categorize your event from the drop down menu.
9. Enter the date(s) for your event - see Example A and Example B

**Example A** - is an event running for consecutive days and will display on the calendar every day from April 11 to April 17

**Date(s)\***

Start:

End:

Current Dates:  
Range: Apr 11, 2007 - Apr 17, 2007

**Example B** - is an event running for consecutive weeks and will display on the calendar April 4 and April 11

**Date(s)\***

Start:

End:

Current Dates:

Single: Apr 4, 2007  
Single: Apr 11, 2007

10. **Time, Introduction, Description, Cost, Ticket Information, Contact, Email and Web Link** - fill in these fields with as much detail as possible so people can plan to attend your event. Think of all the questions you may be asked and try to answer them in the event posting.
11. **Featured - False / True**  
**False** determines that the event only shows up on your member sub site, **True** determines that the event also shows up on the main Hills of Headwaters events calendar giving your event extra exposure on the front page.
12. When you have completed all of the necessary information click **submit** at the bottom of the page. When it has successfully submitted it will take you back to the table that you started from and your event will be there. Click on the **edit** button to make changes to your event.
13. Open a new browser window and check the calendar and make sure your event is showing up on the correct dates.  
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**Always open a new browser window or tab and preview your work:**

- refresh your browser to get the most current files - button with two arrows
- check for accuracy and formatting
- spelling and grammar
- test your links to make sure they work