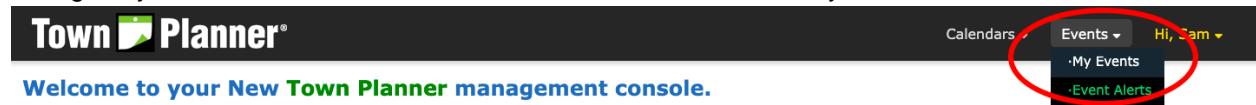# How to Create and Add Event(s) to Your Calendars

A wide range of events may be added whether it's a single date, recurring date or perpetual date,, you will be able to create these events with great flexibility. Any event you create can be posted to as many calendars as you'd like including the local Community calendars. To begin, be sure you are logged in and then go to your Console screen and select the Events tab and then My Events.

Once on the My Events page, click the Post an Event button. You will also see all other events you have previously posted listed on this screen.

Once you click the "Post An Event" button you will be redirected to a page with three options for posting your event. "Walk Me Through", "Quick Placement", and "Advanced Placement". "Walk Me Through" is best for beginners and breaks the process down into easy to understand steps. "Advanced Placement" allows you to see ALL of the options on one page. "Quick Placement" only asks for the most basic parts of your post and is best suited for certain events that don't require advanced features like social media and ticket sales. Let's take a look at "Walk Me Through" as it will be the easiest to understand in this tutorial format.

Create an Event

Towns+ allows you to create events with as much or as little detail as you need! To get started, choose the option that works best for you.

Walk Me Through   Quick Placement   Advanced Placement

When you click on "Walk Me Through", you will get an option of a "Single Day Event" and a "Multi-Day or Repeating Event". Complete the date event in the required format or use the calendar selector tool. "Single Day Events" can also repeat each year on the same date by checking the box under the date field. These events are referred to as "perpetual" events.

On Which Date and Time Does Your Event Occur?

● **Single-Day Event**

(Examples: birthdays, anniversaries, parties, graduations, any other event that begins and ends on a single day)

[date (MM/DD/YYYY)]   *required*

☐ Does this event repeat on the same date every year (like a birthday or anniversary)?

The "Multi-Day or Repeating Event" is for an extended period of time (vacations, festivals, theater performances) or regularly occurring events (Monday work meetings, Sunday worship services, etc.). that repeat throughout the year. You will need to enter the start and end dates of your event sequence. Once you have picked your dates, you can choose "Every day between the start date and end date" or whatever pattern fits best.

● **Multi-Day or Repeating Event**

(Examples: festivals, worship services, theater performances, town hall meetings, any other event that occurs over multiple days or at regularly scheduled intervals)

Event starts on [date (MM/DD/YYYY)] and ends on [date (MM/DD/YYYY)]
and repeats:

○ Every day between the start date and end date

○ On the [choose ▾] of each month

○ On [choose ▾] [choose ▾] of [choose ▾] month(s)

The next option allows you to choose one particular day of the month that your event occurs on such as a monthly meeting. If you click on the box that says "Choose" a date selector will appear. The last option allows you to choose a more specific pattern of recurring dates. The first "choose" box allows you to pick the specific week(s) of the month. For example, you can choose every week or the 1st, 3rd and 5th week

of the month, for example. Next to this is the day of the week your event takes place. Lastly the third option is choosing which month(s) it occurs. For example, every month or only even or odd months.

Once you have completed the type of event you would like..ie Single-Day or Multi-Day event, you will be able to add Start and End times. After all the information is entered, click Next.

Start and End Times

start time (HH:MM)   ○am ○pm   end time (HH:MM)   ○am ○pm

The next page will ask you to describe your event. This information includes "Title" which only allows a set number of characters. It is a required field and must be completed in order to proceed. The next field is the description which can be expanded by dragging down the corner of the field.The next option is the category. This is also a required field. Here you have a wide variety of things your event can be listed under such as a celebration, networking event, military, meeting, recycling, school, shopping, or special interest to name a few. The last field to complete is Keywords. These will come in handy if you later wish to search for your event and for social media purposes. The best way to do this is to list the keyword one by one separated by a comma. After all the information is listed, click the green Next button.

After you click "Next", you will be brought to the event image upload step. Upload an image you would like to appear in your event when it is viewed. Ensure that the photo is a gif, jpeg, or png image or it will not correctly upload. Once you have picked your image click "Next". A good photo will help bring your event to life!

After the image upload section, you will be brought to the section where you can add your event to as many calendars to which you have posting permissions. "What Calendars Should Your Events Appear In?" It is under "Place in my Personal Calendars" where you will be able to pick which Calendar for your event to be placed in. Below that you will be able to upload that same event to other calendars you belong to that will be under "Other Calendars I Belong To". Next you will see "Calendars I've Subscribed To". Here you can request to post your event to other calendars you are subscribed to. Remember, if you have posting privileges you will be able to do this. If not, you will be subjected to review before your event can be published. Lastly, you can put your event in your Local Community Calendars This will be

determined by the proximity to your primary zip code you originally selected in your account profile..

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Walk Me Through   Quick Placement   Advanced Placement

What Calendars Should Your Event Appear In?

Place in my Personal Calendars
☐ Sam's Military Group Calendar

Other Calendars I Belong To
At present you don't belong to any other calendars. Once a friend or family member adds you to one of their calendars, you will be able to see it here.

Calendars I've Subscribed To
If you subscribe to any calendars that allow open posting privileges, you will be able to access them here.

Place in Our Local Community Calendars
☐ This event will appear in all local community calendars within 10 miles of zip code 44240

☐Kent (0 m) ☐Brady Lake (1.78 m) ☐Kent State University (1.99 m) ☐Tallmadge (5.42 m) ☐Munroe Falls (5.44 m) ☐Cuyahoga Falls (6.75 m) ☐Cuyahoga Fls (6.75 m)

☐Hudson (6.75 m) ☐Silver Lake (6.75 m) ☐Stow (6.75 m) ☐Streetsboro (7.19 m) ☐Mogadore (7.21 m) ☐Suffield (7.21 m) ☐Akron (8.01 m) ☐East Akron (8.01 m)

☐Randolph (8.21 m) ☐Black Horse (8.31 m) ☐Campbellsport (8.31 m) ☐Charlestown (8.31 m) ☐Proctor (8.31 m) ☐Ravenna (8.31 m) ☐Edinburg (8.9 m) ☐Rootstown (8.9 m)

☐Chapel Hill Mall (9 m) ☐North Hill (9 m) ☐Allstate Ins Co (9.29 m) ☐Lakemore (9.56 m)

<<Prev   Next>>

After you hit "Next" you will be redirected to the "Social Media" page. This is where you may add your social media links including your personal website, Twitter, Instagram, Facebook, LinkedIn or YouTube channel. These are not required fields. Once you have added your various social media links click "Next".

Town Planner

Create an Event

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Walk Me Through   Quick Placement   Advanced Placement

Social Media

Gain increased visibility and traffic for your event and organization by adding your other social media links here.

| website | website 2 | youTube/video | facebook | twitter |
| instagram | linkedIn |

<<Prev   Next>>

The next page will be "What Business or Organization is Hosting this Event?" If you represent a business or organization, you can create a profile to tell the world more about! This profile will appear in our online directory and will be listed with your event. To create a profile, go to Profiles -> Business/Organization Info. You can refer to the How to Create an Account for more information. But if you have a Business/Organization, you will be given the option to select it. After you have made your selection proceed and hit "Next".

What Business or Organization is Hosting this Event?

Did you know? If you represent a business or organization, you can create a profile to tell the world more about it! This profile will appear in our online directory and will be listed with your event. To create a profile, go to Profiles -> Business/Organization Info.

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The next page is an address page. Here you can list the venue for your event. If you include the street address, city, state and zip code your event post will include a Google map. When you have entered the

information click "Next".

Create an Event

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| Walk Me Through | Quick Placement | Advanced Placement |

Where Will This Event Be Held?

| venue | street address | city | state |
| zip code |

| <<Prev | Next>> |

The next page is "Who is the Contact Person for this Event?". Here you can add the person of contact for your event to address questions about the event. Once you have entered the contact information proceed by clicking "Next".

Who is the Contact Person for this Event?

| name | phone number | email |

| <<Prev | Next>> |

If you are ready to publish, go to the bottom of the page to the submission toolbar. It looks like this:.

Submit Your Event Here

By submitting an event you agree that you have read and accept our terms and conditions.

| Publish | Save as Draft | Preview | Clear Form | Close Form |

After you hit "Publish", a message will then pop informing you that your event has been successfully published.

From here, your event will be under review if you do not have posting privileges. Or, if it is on a calendar that you do have privileges, you will be able to find it on the calendar that you follow, or have added to.

Your event is now live and ready to be viewed and shared. Congratulations!

The Event posting process has two other methods. We just completed the "Walk Me Through" method which is best for beginners. The "Advanced" method is for more experienced posters who can scroll down right through the entire form. The "Quick Placement" method is for events that have a limited amount of information to include and do not need the advanced features like ticketing, social media fields, etc.

5/27/22