

## New Event

**Event Name**

Event Details

**TIP**  
Some HTML formatting tags:  
Line break: `<br>`  
Bold: `<b>text</b>`  
Italics: `<i>text</i>`  
To insert a link:  
`<a href="http://www...">`  
text</a>

If you wish to have an image appear on the event page, press the Browse button below.

Image

Event Fee \$  To display the fee as TBA, enter 0.01 for the amount.

**Start Date**  mmm dd yyyy Time:   AM  PM e.g. 7:30

End Date  mmm dd yyyy Time:   AM  PM e.g. 7:30

Location

Address 1

Address 2

City

Province/State

Zip/Postal code

Country

Captain

Allow online registration?  Yes  No

Email the captain every time someone registers?  Yes  No

Send email confirmations to attendees?  Yes  No

Show In Bulletin?  Yes  No

Show In District Event Calendar?  Yes  No

## Posting your club's event information to the District Calendar

- Login to your club's website and go to the **Admin** page.
- Click on **Events Management**.

Can't access it? You need to be granted the proper access rights. Contact your club president or appointed Site Administrator and ask to be granted **Editor** rights (Access level 60).

- Click on **Add New Event**, located at the top right.
- Type in the **Name** of the event under **Event Name**.
- Type in a description of the event under **Event Detail**.
- If you have an image for the event, click on the **Browse** button and select the image from your computer.
- Enter the **Event Fee** or to display the fee as TBA, enter 0.01.
- Add Start and (optional) End dates as mmm dd yyyy and Times as hh:mm.
- Enter the **Location**. Note: this is just the name of the venue.
- Enter the **Location's address**. Make sure to be as accurate as possible because the map will use this address to generate.
- Select the Captain of the event from the drop down list.
- Choose whether or not you want to allow online registration for this event.
- Choose 'Yes' to **Show in District Event Calendar**.
- Press **Save**.