# On-Line Calendar Instructions

**NOTE:** Please choose only event categories listed under **"Club Events".**
Curling NB will publish Provincial and Technical events, regardless the location.

- Click "add an event" from the "CLUB EVENTS" heading at the top of the Curling NB home page.

**LEFT HAND SIDE OF SCREEN**

- Title:  Fill in the title of your event
- Paragraph:  Add a description and/or details of your event. (OPTIONAL)
- Date & Time:  Complete the start & end <u>date</u> of your event.
  Can choose start & end <u>time</u> or simply click "All Day Event".
- **EVENT DATA:**
  - Hourly Schedule: Can be completed but not required
  - Event Location:  Choose location from drop-down (can choose "other location" if event being held at multiple venues)
  - Event Main Organizer: Complete fields (OPTIONAL)
  - SEO Schema: Default is "Scheduled"

**RIGHT HAND SIDE OF SCREEN**

- User Data:  Complete fields
- Event Links:  Can be completed but not required
- Event Cost:  Can be completed but not required
- Feature Image: Optional to upload event or club logo

**Click "SUBMIT"**

**NOTE:**  Once submitted, an e-mail to Curling NB will be generated.  Upon receipt, the Executive Director will view event submissions and authorize publication.

September, 2020