



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 “EVENTS” heading at the top of the Curling NB home page.
- 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 date of your event.
Can choose start & end time or simply click “All Day Event”.
Can also choose to Hide Event Time and Hide Event End Time.
- **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”
- User Data: Complete fields
- Event Links: Can be completed but not required. (ie: link to event on club’s website)
- Event Cost: Can be completed but not required
- Feature Image: Optional to upload event logo, club logo or event poster.
 - Image must be in an “image” format such as JPG or PNG.
 - If creating image or poster in Canva, download in either of the two above formats.
 - OR...take a photo of image with your phone and e-mail the photo to yourself. Photo should arrive in either PNG or JPG format.

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.

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