



BRAGG CREEK CHAMBER

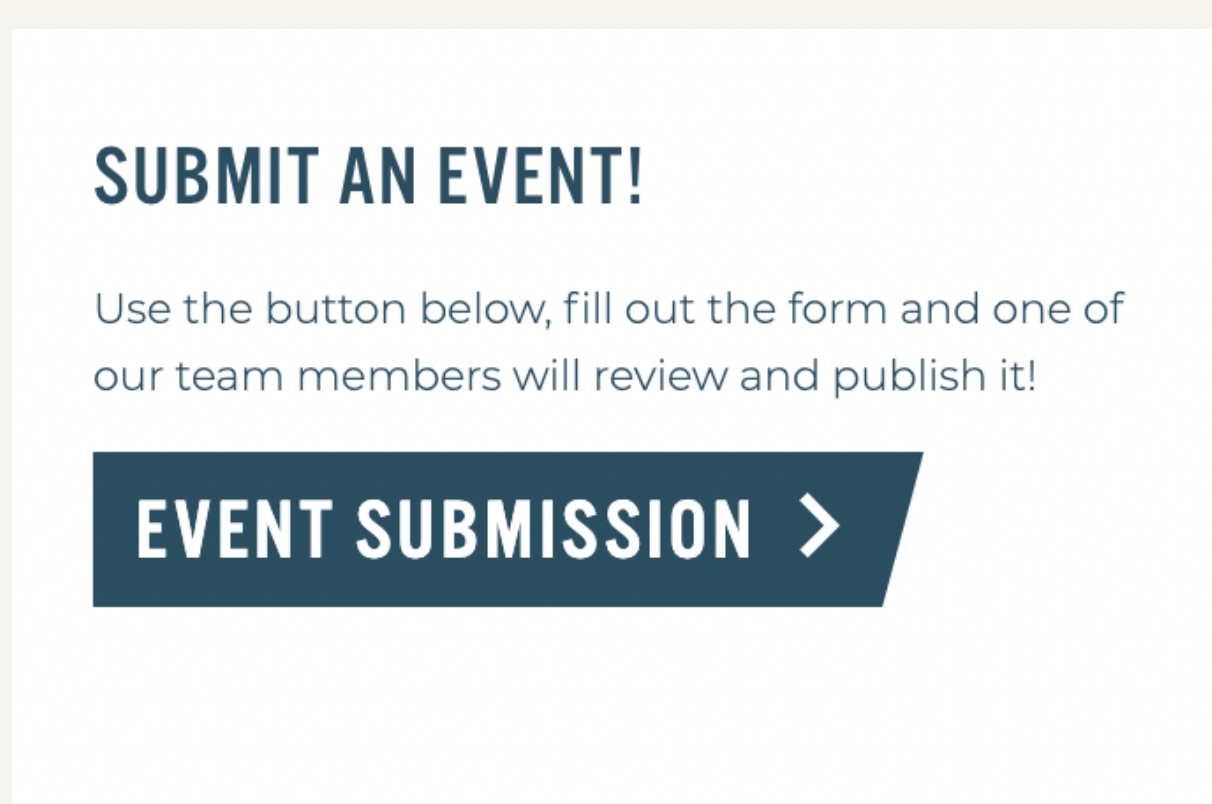
We Help Your Business Grow

Have an event in Bragg Creek and Area that you want to share? We would love to help you get the word out! Our new community events calendar is FREE for any individual or business to use to submit your events. Once submitted, your event will be reviewed by one of our volunteers/staff and will be published as soon as possible, but within a three-day period to allow for weekends.

To submit an event follow the steps and screenshots below:

1) Go to <https://visitbraggcreek.com/events-calendar/>

2) Click 'Event Submission'



3) Starting on the left side of the page, begin to add in your event 'Title' (this is how it will appear on the calendar and top of the landing page) and add in any information for a brief event write-up in the 'Paragraph' section.

The screenshot shows a form editor interface. At the top, there is a label 'Title *' followed by an empty text input field. Below this, there are two tabs: 'Visual' (which is active) and 'Text'. The 'Visual' tab contains a toolbar with various formatting options: a paragraph dropdown, bold (B), italic (I), bulleted list, numbered list, quote, indent, outdent, link, unlink, and a full-screen icon. Below the toolbar is a large, empty text area for content entry.

4) Add in your event 'Start Date/Time' based on when your event begins and your 'End Date/Time' based on when the event finishes. *Note if it is a repeating event that will be covered in the next section but you do need to add an original start and end date for the first instance of the event here. You will add in repeating information in the next step.

The screenshot shows the 'DATE AND TIME' section of an event form. It has an orange header with the text 'DATE AND TIME'. Below the header, there is a 'Start Date' section with a calendar icon, a text input field, and a time selector showing '8 : 00 AM'. Below this is an 'End Date' section with a calendar icon, a text input field, and a time selector showing '6 : 00 PM'. There are three checkboxes: 'All-day Event', 'Hide Event Time', and 'Hide Event End Time'. Below these is a 'Notes on the time' text input field. At the bottom, there is a small note: 'It appears next to the event time on the Single Event Page. You can enter notes such as the timezone name in this field.'

5) If your event is repeating daily, weekly, monthly, etc. click on 'Event Repeating' toggle option below 'Date and Time'. Set the correct duration for your repeating event. *Note that there is an automatic turn-off after 10 repetitions which will need to be increased if you would like it to go for longer.

REPEATING

☒ Event Repeating

Repeats

Every Weekend

ENDS REPEAT

☒ Never

☐ On

☐ After

10

☐ Show only one occurrence of this event

6) Choose how you would like your event to appear on your landing page by choosing either 'Count to Event Start' or 'Count to Event End' on the 'Countdown Method' section.

COUNTDOWN METHOD

☒ Inherit from global options

Count to Event Start

Count to Event End

7) Choose your 'Event Location' from our drop-list of pre-added places or submit a new one.

LOCATION

Choose one of saved locations or insert a new one.

EVENT MAIN LOCATION

Hide location

OTHER LOCATIONS

You can select extra locations in addition to main location if you like.

If submitting a new location just type in the physical address under the 'Event Location' field. We will add it to Google Maps in the back end. If you have any additional locations to add they can be done following the same process by selecting 'Other Locations'.

EVENT MAIN LOCATION

Insert a new location

Location Name

eg. City Hall

Event Location

eg. City hall, Manhattan, New York

Latitude

Longitude

Location Website

No file chosen

Remove image

8) Choose your 'Event Organizer' from our drop-list of pre-added community groups or submit a new one.

ORGANIZER

Choose one of the saved organizers or insert a new one.

EVENT MAIN ORG

Hide organizer

If submitting a 'New Organizer' fill out the required information in the prompt window. If you have any additional organizers to add they can be done following the same process by selecting 'Other Organizers'.

EVENT MAIN ORGANIZER

Insert a new organizer

Name

eg. John Smith

Phone number.

eg. +1 (234) 5678

Email address.

eg. john@smith.com

Page URL

eg. https://webnus.net

Page Label

eg. Website name or any text

No file chosen

Remove image

OTHER ORGANIZERS

9) Scroll back up to the top of the 'Event Submission' page and move to the final section on the right side, 'Event Links'. This is where you add any direct links to your personal event page, ticket sale platform, social account, etc.

- IF you would like the calendar to bypass the 'Visit Bragg Creek' calendar landing page and go directly to your event, place your link directly in the 'Event Link' box.
- IF you would like your viewers to go to the 'Visit Bragg Creek' calendar landing page with your event link shared on the landing page instead, add your link to the 'More Info' section. You can choose whether the link will open in a new window or if it will direct your viewer away from the calendar and directly to your link location.

EVENT LINKS

Event Link

eg. <http://yoursite.com/your-event>

If you fill it, it will replace the default event page link. Insert full link including http(s)://

More Info

eg. <http://yoursite.com/your-event>

More Information

Current Window

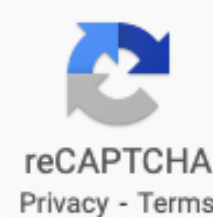


This link will appear on the single event page. Insert full link including http(s)://

10) Scroll to the bottom of the 'Event Submission' page and click the reCAPTCHA field that says 'I Am Not A Robot' until it shows a green check, and then click submit.



I'm not a robot



SUBMIT EVENT

11) Your event will be reviewed and published within 3 days from submission. If you have any changes or require any help please email office@braggcreekchamber.com.