

Calendar Front-end Submission Guidelines & Instructions

Thank you for using Mahaska's Ultimate Community Calendar and for visiting the site everything Mahaska!

This PDF includes submission instructions and guidelines for the calendar. If at any time you have questions or concerns, please feel free to email us using the contact form on the home page or call Pam, our web site content manager, 641.673.7533.

The screenshot shows the 'everything MAHASKA' website header with 'CALENDAR' and 'Team Mahaska' links. Below is the 'Mahaska's Ultimate Community Calendar' title and a welcome message. A green arrow points to the 'Add Event' link, which is labeled with a red '#1'. The calendar grid shows events for May and June 2017, with various event categories like 'Theatre Camp', '4-H Camps', and 'City Band Concert'.

FRONT-END CALENDAR SUBMISSION GUIDELINES:

1. Front-end added events are to focus on the community not the individual.
2. Events must be open to attendance by anyone, resident or visitor.
3. Personal events (such as garage sales, family reunions, weddings, parties, etc.) are not permitted.
4. Any event submitted is subject to an approval process. Allow enough time for that process (24-48 hours) to take place when submitting events. It is suggested an event be submitted at least 1 week in advance.
5. The everything MAHASKA administrative team has the right to refuse or accept events at its discretion.

#1 FRONT-END CALENDAR SUBMISSION INSTRUCTIONS:

- Click on the Add Event Link (see #1 above) which will open a new window where information can be supplied for the event you wish to add. At the top of the new window you'll see four tabs: General Information, Location, Organizer, and Repeat Rate. General Information is already open for you.
- Fill in the event title. Click in the "From" field to input the date and start time of your event. A calendar window will open. Click on the date and select the time (24-hr scroll). The time only shows even hours but minutes can be manually adjusted once a time has been selected. Click on the "To" field to follow the same process for the end date and time.
- The next field allows you to provide your event's description, the 'who, what, why.' Don't forget to provide a phone number or email for people to contact you with any questions you might have.
- Below the Event Description, a list of Event Categories is available. Determine which category best suits your event then click in the check box next to that category to select it. (Each category has different color fields which show up on the calendar.)
- The event's URL (web site) should be placed in the event description and NOT in the URL field.
- Event tags are optional. (Tags are words separated by commas which help with the filter process.)
- Click on the "Location" tab at the top of the window to add your event's address. This is a required field. Some common venues including the incorporated communities of Mahaska County have already been populated with an associated address for the map. Feel free to select one of the venues listed. You can also place an address in the field under the word "Location" to have the map display accurately.
- The "Organizer" tab is optional.
- The "Repeat" tab is only necessary if your event will be held more than one day or is an annual event.