



South Jersey Sustainable Community Calendar

Contributor User Guide

Revision History

Version	Author
Version 1.0	Michael S. Moore
Version 1.1	Ed Cohen
Version 1.2	Ed Cohen

South Jersey Sustainable Community Calendar is managed and maintained in partnership by Tri-County Sustainable Alliance and Sustainable Cherry Hill. Neither party is responsible for the content contained in the event listings however moderated. TriCSA and SCH reserves the right to restrict or remove any content that is deemed in violation of this event calendar policy or any applicable law.

Community Calendar

This calendar will be a shared resource for Sustainability activities in the South Jersey region. We will accept any event that is Sustainability-related and not primarily for-profit.

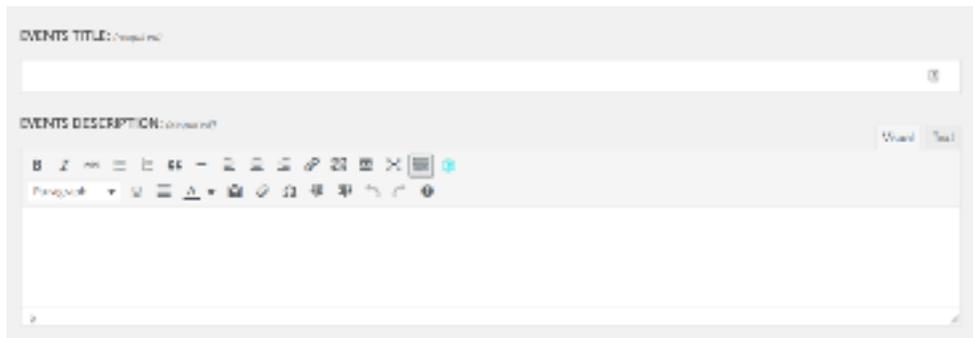
Ideally, many organizations will share the calendar (and its submittal link) on their websites so the calendar is broadly viewed. Having many activities on the calendar will also demonstrate the scope of Sustainability efforts in our region.

Thank you for your support. Please submit any comments or suggestions to thetricsa@gmail.com.

The Community Calendar allows us to accept user-submitted events. Standard event fields allow you to input basic event details such as event title, description, date, time, and more using our standard event fields and you can even give them the ability to add venues and organizers; recurring events are also supported. **Your submitted event will be displayed on calendar after approval (by moderation committee), usually within 48 hours.**

Submitting an Event

1. **Start here** - <http://www.sustainablecherryhill.org/events/south-jersey-sustainable-community-calendar/add>
2. **Add a descriptive Title and Description.** The description should include contact details and any event, payment links

A screenshot of a web form for submitting an event. The form has two main sections: 'EVENTS TITLE' and 'EVENTS DESCRIPTION'. The 'EVENTS TITLE' section has a text input field with a small 'X' icon on the right. The 'EVENTS DESCRIPTION' section has a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, link, unlink, list, indent, outdent, undo, redo) and a 'Word' button. Below the toolbar is a large text area for the description.

3. **Add time and date or event** and for recurring events click SCHEDULE MULTIPLE EVENTS
4. **Add an optional image for your event. A featured image is required and should be at least 500 pixels wide. Ideal size is 800 pixels wide x 300 pixels high**

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EVENTS TIME & DATE

Start/End: to

All Day Event

Repeat Series:

EVENTS IMAGE



Choose a jpg, png, or gif file under 10MB in size.

5. **Choose from existing Events Categories and Events Tags** (word that help describe the event, usually found in the event body i.e. author, location, etc.). If a matching category or tag is not found the moderation team will add based on your description. Feel free to contact thetricsa@gmail.com if you would like to suggest, please include event title in your request.

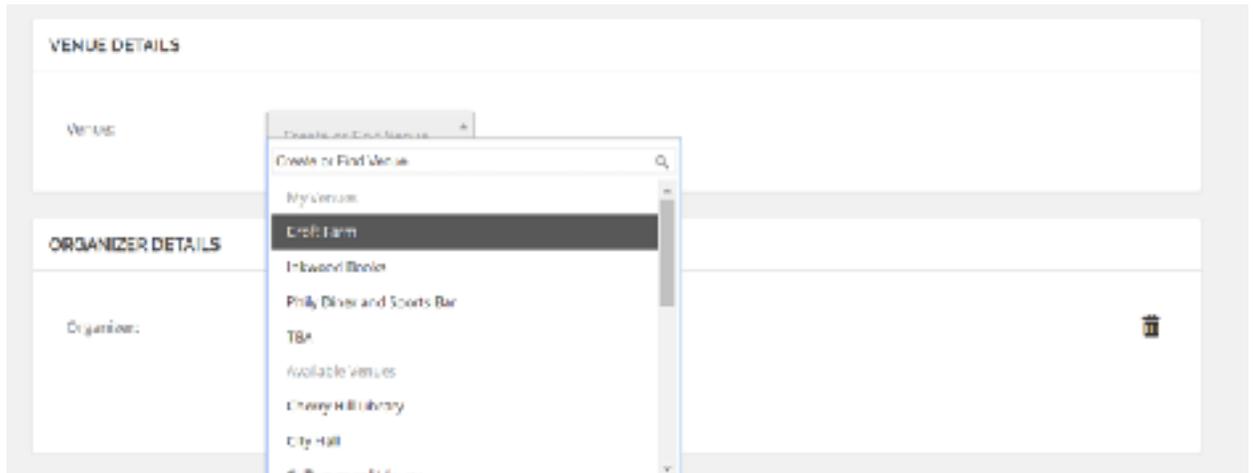
EVENTS CATEGORIES

EVENTS TAGS

Search from existing tags

6. Add or chose from existing Venue and Organizer Details.

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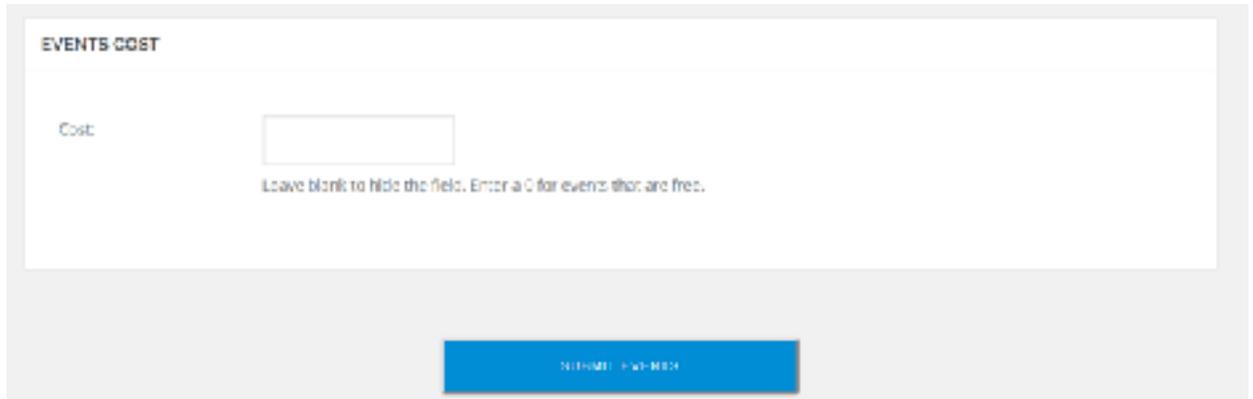


7. Add Events Website (optional) and additional fields (required). Additional field information (name, phone number, and email) is not published on the calendar and is only used to contact you as needed.

A screenshot of an event form. The top section is titled "EVENTS WEBSITE" and contains a label "Event Website:" followed by a text input field with the placeholder text "Enter URL for event information". The bottom section is titled "ADDITIONAL FIELDS" and contains three labels: "Your Name:", "Your Phone:", and "Your Email:", each followed by a corresponding text input field.

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8. Add Event Cost (0 for free events). Click Submit



EVENTS COST

Cost:

Leave blank to hide the field. Enter a 0 for events that are free.

SUBMIT

You may add the South Jersey Sustainable Community Calendar to your website using this link.

<http://www.sustainablecherryhill.org/south-jersey-sustainable-community-calendar/>

Questions? thetricsa@gmail.com