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

Community Calendar

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
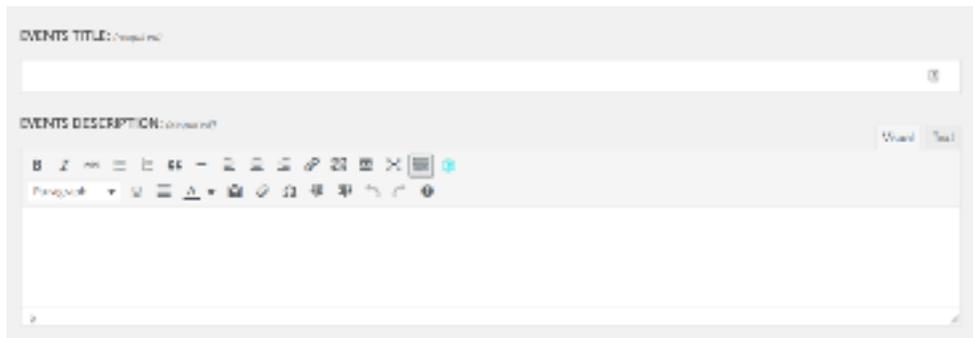
3. **Add time and date or event** and for recurring events click SCHEDULE MULTIPLE EVENTS

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**

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.
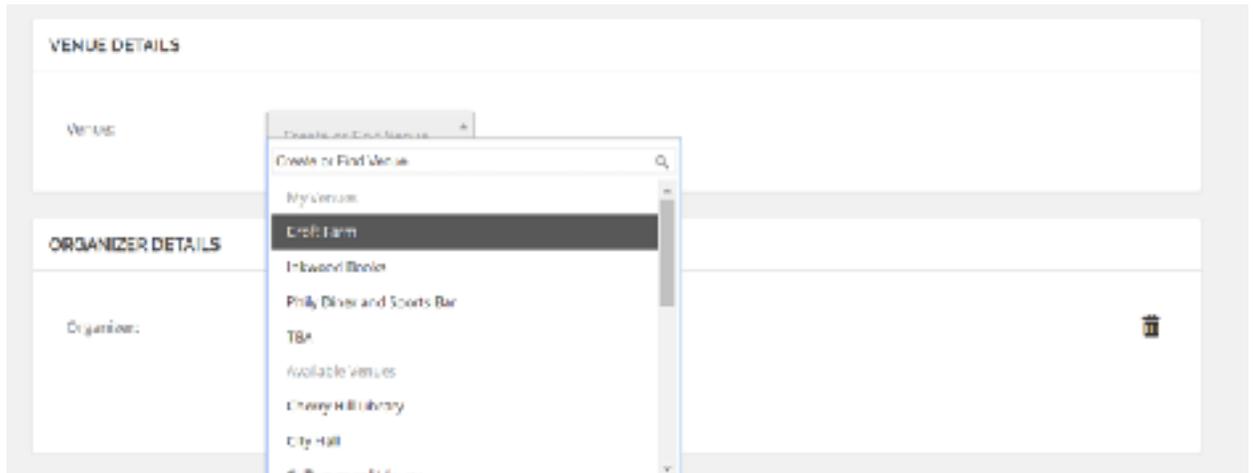

6. Add or chose form existing Venue and Organizer Details.

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.**

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

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 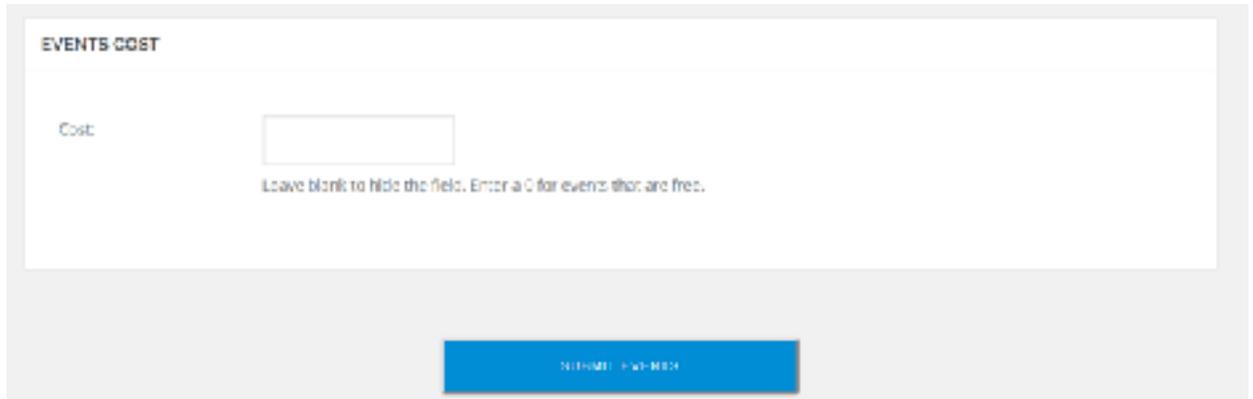this event calendar policy or any applicable law.