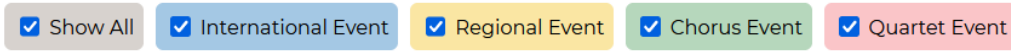


Sweet Adelines International Online Calendar

"How to" add your event

1. Visit <https://sweetadelines.com/calendar>
2. Select the "Add Event" button located at the bottom of the calendar:

www.SweetAdelines.com/Calendar



3. The "Add Event" form will appear in a new browsing window. *(Below are screenshots of the form.)*
4. Fill in the fields marked with a blue arrow. *(Follow the correlating instructions for each field.)*
5. Skip the sections marked with a green box. *(The fields will not be green on the actual form.)*

Add Event

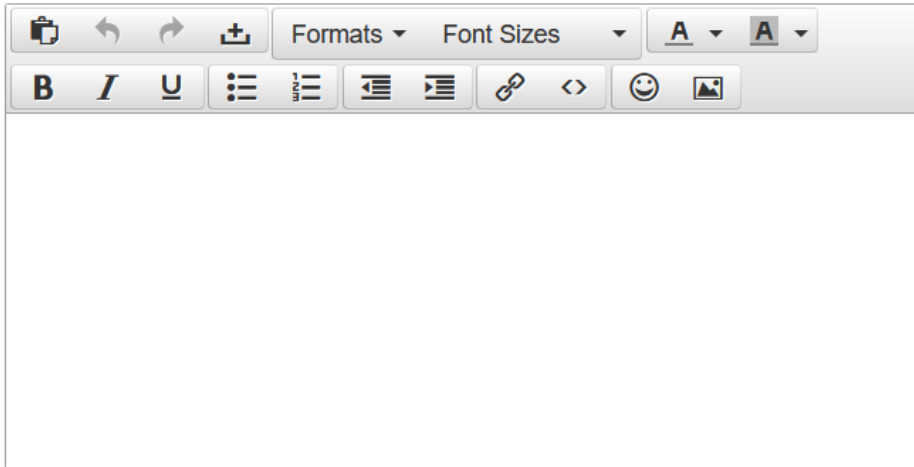
Save

Your email address:

(In case the calendar owner needs to contact you)

Title:

Description:



Text Color:

Enter HTML hex color code #

Background Color:

Enter HTML hex color code #

Provide a working email address. Event submission confirmation will be sent to this email address.

Words in the "Title" field will generate results within the calendar "Search" button functionality. We recommend including your region number if applicable.

Only list the URL (web address) in the "Description" field. The URL should link to a web page which provides all information related to your event.



Location: (optional)
 Information: ?
 Street Address: ?

Date: June 3 2021

Time:
 Start 14 : 00 (GMT-06:00) Central Time
 Duration 1 hour(s) 00 minutes
 All Day Event

Category: International Event

Add an image to this event

This event repeats

Repeat Until June 3 2021

Repeat Daily (until date above)
 Every Month
 Every Year
 By Day of Week

Optional: Skip occurrences that fall on specific dates (20 maximum)

 Current skip-list:
[Remove Selected Date](#)
[Remove All Dates](#)

Schedule a reminder

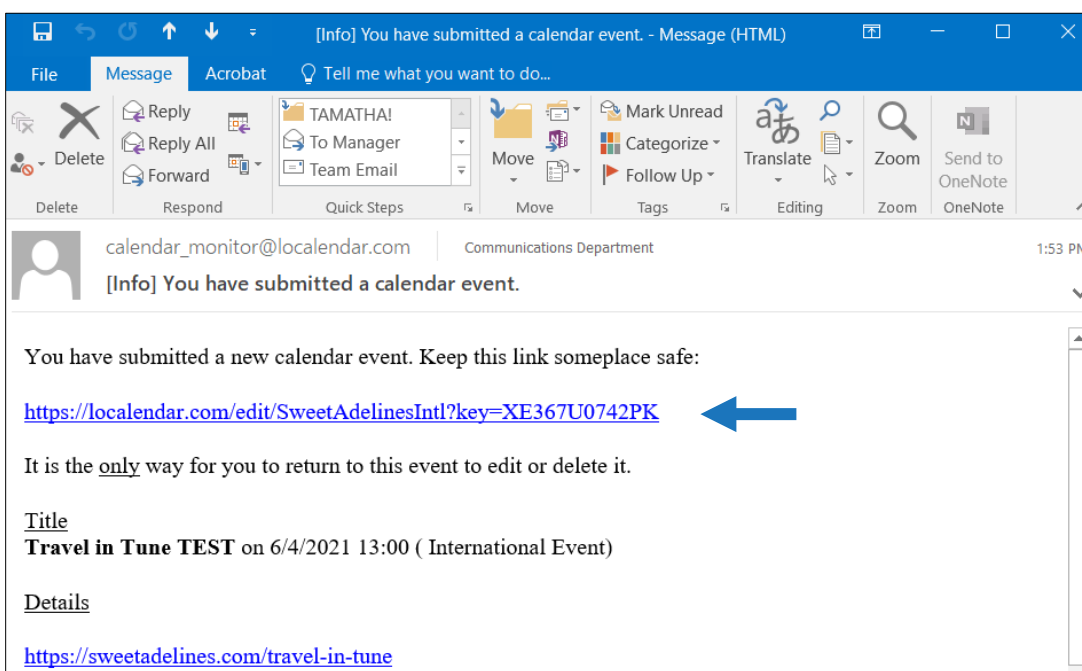
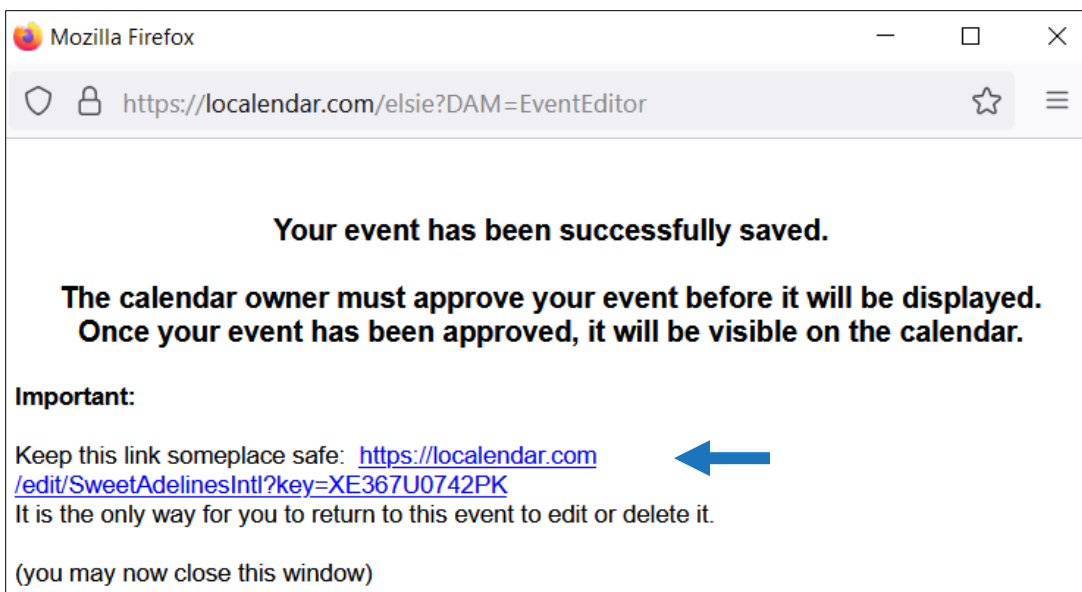
Callout boxes with arrows pointing to the form fields:
 - "Provide event date and time (remember to select appropriate time zone)." points to the Date field.
 - "Use the dropdown arrow to select the correlating event category." points to the Category field.
 - "Provide last day of event (only if event repeats)." points to the Repeat Until field.
 - "Select the 'Save' button to submit your event." points to the Save button.

6. You will receive a confirmation message in the same web window. In the confirmation message is a web link for you to save to your computer in case you need to make edits to your event submission.

The confirmation message will also be sent to the email address listed in your submission form.

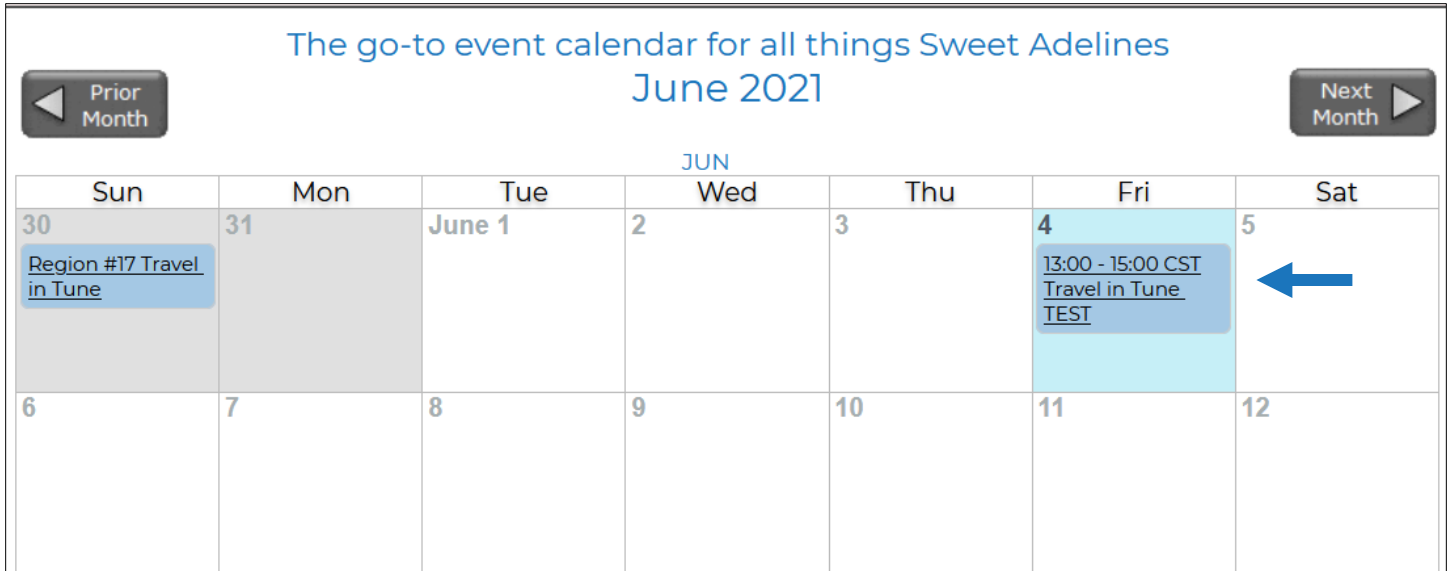
We recommend saving the email so that you have access to the event submission edit link. (See screenshot with arrow pointing to link on page 3.)





7. Please allow five business days for your event to be reviewed and published to the calendar. Once your event is approved, it will appear on the online calendar. (See screenshot with arrow pointing to event listing on page 4.)





- Select the event in the calendar to view title, date, time and most importantly, the link directing to the event web page that includes complete details:



- Events submitted without an active URL (web page) will not be published to the event calendar.

We hope Sweet Adelines online event calendar will be beneficial in publicizing your next event!

