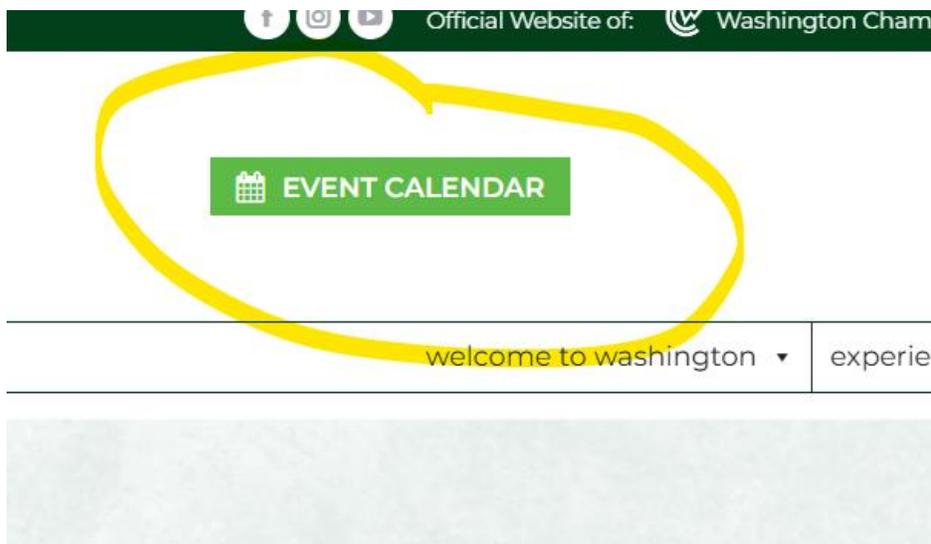How to Submit a Community Event to Event Calendar online:

1) Log on and pull up website: washingtoniowa.gov

2) Click on Event Calendar

3) Look to the left side of page and click on "Submit a Community Event"

4) You will get a screen to fill out: Submit an Event

Submit an Event

Add New Event
_____

EVENT TITLE: *(required)*

[   ]

EVENT DESCRIPTION: *(required)*

[   ]
[   ]
[   ]

EVENT TIME & DATE

Start/End: [11-15-2024] [8:00am] to [5:00pm] [11-15-2024]   Timezone: America/Chicago ✎

☐ All Day Event

Recurring Event: [SCHEDULE MULTIPLE EVENTS]

5) Fill out the Event Title, Description, Time and Date (**Start/End need to be same date**—if it is a recurring event or more than one day, click the Schedule Multiple Events tab and add dates and specifics—including end time. You can schedule as far in advance as possible.)

EVENT TIME & DATE

Start/End: [11-15-2024] [8:00am] to [5:00pm] [11-15-2024]   Timezone: America/Chicago ✎

☐ All Day Event

Recurring Event: Happens [once ▾]   ▾

On [   ]

From [a different time:]   [same day   ▾]

▲ Hide Details

[ADD MORE EVENTS]

Event will not occur: [ADD EXCEPTION]

6) Scroll down and click Choose Image to upload a picture. Please make sure this image file size is small or the event will not go through and none of us will receive an error message. Files should be under 1 MB (or 1,000 KB). Feel free to ask for help if you have any questions about this 😊

EVENT IMAGE

Choose a .jpg, .png, or .gif file under 1 MB (1,000 KB) in size. The ideal aspect ratio for this image is 3:2 (1050x700 pixels). If you have a larger image and do not know how to resize it, you can email it separately to chamber@washingtoniowa.org.

CHOOSE IMAGE

7) Add any other details needed (if no info, these can be left blank):
   Venue, Organizer, website/event link
   Event Categories, Deadlines and Costs

8) TERMS OF SUBMISSION:
   Event images must be under 1MB (1,000KB). If you submit an image that is larger, your event will not go through our system and the Chamber will have no knowledge of an attempt to submit an event. Please confirm that you have not submitted an image larger than allowed or you have opted to not submit any image.
   Click box to agree:
   ☐ I agree to the terms of submission *(required)*

9) Click Submit Event

Submit Event

Please DO NOT WORRY about making a mistake!

After you submit the event, Michelle or Jenny will be notified to review and approve the event. All details can be changed, so don't worry about anything. This is a HUGE help to us and we've got you!