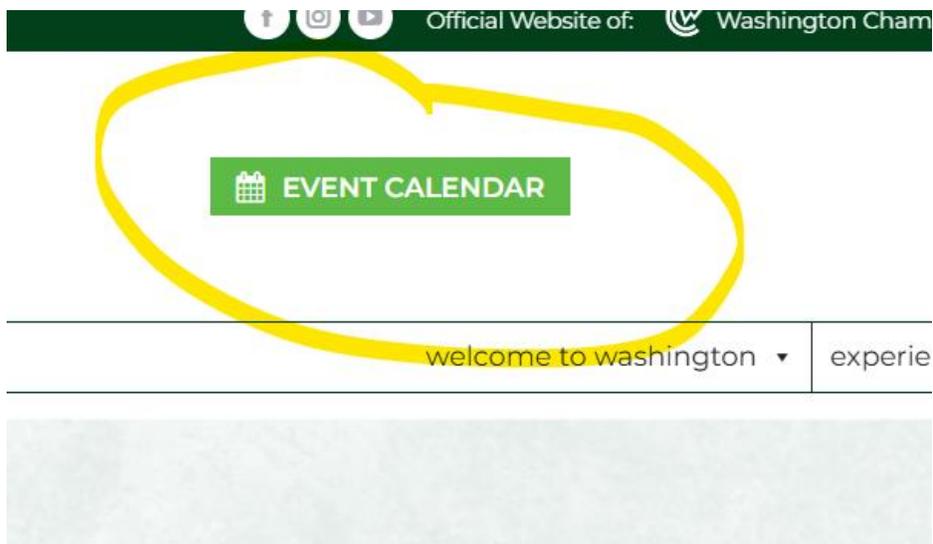How to Submit a Community Event to Event Calendar online:

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"



Submit a Community Event

Did you know that area community
events can be submitted to our online

Add New Event

**EVENT TITLE:** *(required)*

Program Name

**EVENT DESCRIPTION:** *(required)*

Please describe your program.

Things to include, if you would like:

Age Range or Grade of kids for your program

Any special information to reduce barriers (i.e. 4-H/YMCA membership not required, church affiliation not required)

Are you offering Volunteer Opportunities?

Do you offer Transportation?

Are you offering any scholarships or is financial assistance available?

### EVENT TIME & DATE

**Note:** When submitting a date and time for your event, if your event lasts more than one day, click the Schedule Multiple Events button below.

Start/End:    3-6-2025    8:00am    to    5:00pm    3-6-2025

Timezone: America/Chicago ✎

☐ All Day Event

Recurring Event:    SCHEDULE MULTIPLE EVENTS

## 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

## EVENT CATEGORIES

Please be sure you TYPE at least one of these categories in this section.
You can select multiple categories, depending on what month you event falls. Please select as many categories that are relevant to you

× Summer Program                                    ×

× Summer Program - May

× Summer Program - June

× Summer Program - July

× Summer Program - August

× Summer Program - September

## EVENT TAGS

You can ignore this section

## VIRTUAL EVENT

CONFIGURE VIRTUAL EVENT

## EVENTS STATUS

Set status: Scheduled ▼

## VENUE DETAILS

Venue: Create or Find a Venue✕ ▼

## ORGANIZER DETAILS

Organizer: Create or Find an Organizer✕ ▼

## EVENT WEBSITE

External Link:

Enter URL for event information

## ADDITIONAL FIELDS

Does your event have a registration deadline? If so, when?:

Organizer Email Address:

## EVENT COST

Cost:

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

## TERMS OF SUBMISSION

Event images must be under 1MB (1,000KB). If you submit an image that is larger, your even through our system and the Chamber will have no knowledge of an attempt to submit an e confirm that you have not submitted an image larger than allowed or you have opted to not image.

☐ I agree to the terms of submission *(required)*

Submit Event