

# Submit an Event

by SANDY on JULY 23, 2012 - LEAVE A COMMENT

MY EVENTS

Not Guest Test? [Log Out](#)

[Need help managing your events? Click here.](#)

Event Title: *(required)*

Demo Event

Event Description: *(required)*

Visual HTML

This entry is part of a tutorial to demonstrate how to create, edit and delete an event.

## EVENT CATEGORIES

2012

## EVENT IMAGE

Upload New

Choose File prairie-rose-henderson.jpg

Images that are not png, jpg, or gif will not be uploaded.

## EVENT TIME & DATE

All day event?

Start Date / Time: 2012-09-15 @ 08:00 am

End Date / Time: 2012-09-15 @ 05:00 pm

Recurrence: None

## EVENT LOCATION DETAILS

Use Saved Venue: Select an Option

Venue Name: Demo Venue

Address: 1234 Demo Lane

City: Demo

Country: Select an Option

State or Province: Hawaii

Postal Code: 12345

Phone: 123-456-7890

Show Google Maps Link:

## EVENT ORGANIZER DETAILS

Use Saved Organizer: Select an Option

Organizer Name: Demo, LLC

Phone: 234-567-8901

Website: www.demo.org

Email: events@demo.org

## EVENT COST

Cost: Free

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

SUBMIT EVENT

# The Cowboy Calendar

How to use the "Submit an Event" form.

Your UserID is shown here. We've created an imaginary member called "Guest Test."

Enter the name of your event. This should be as short as possible.

Enter a description of your event. Keep it brief, but this is the place to "sell" your event. You might want to look at some of the events already published to the Cowboy Calendar to see how others handle it.

It seems silly, but please check this check box. Thanks.

If you want to include a photo or a graphic with your event write-up, this is the place to do it. Click the "Choose file" button and the directory on your computer will open up. When you find the image you want to use, select it and click "Choose." Then you'll see the name of the chosen file in the upload field.

This explains itself. Choose your start and end dates and times.

Ignore Saved Venue "Select an Option" for now. We are working on this capability.

Fill in the name, address, phone number, etc., of the venue for your event. It's probably a good idea to check the "Show Google Maps Link" checkbox.

Ignore Country "Select an Option."

Ignore State "Select an Option." The State should always be Hawaii.

Ignore Saved Organizer "Select an Option" for now. We are working on this capability.

Fill in the name, phone number, Website and email address of the organizer of your event.

Let people know the cost of attending.

When you're finished, click the "Submit Event" button.