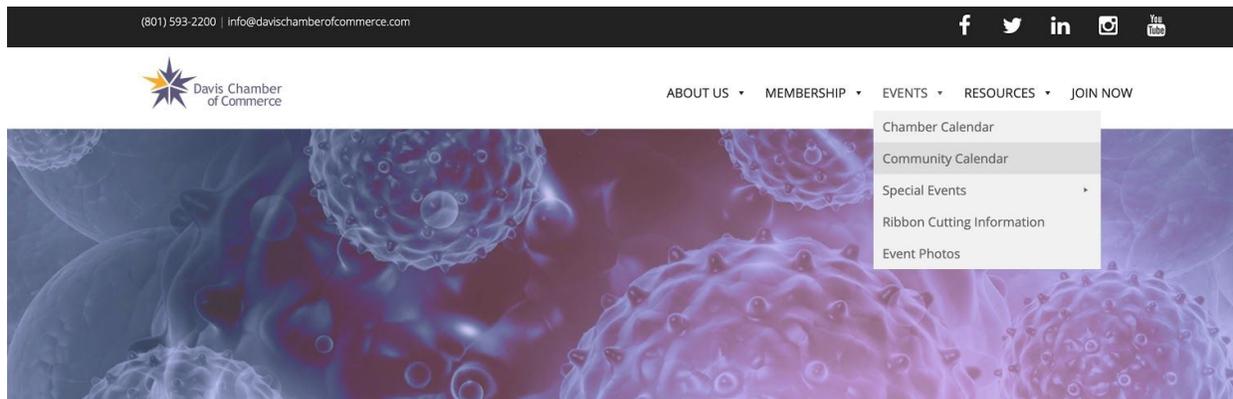# How to Add a Community Event
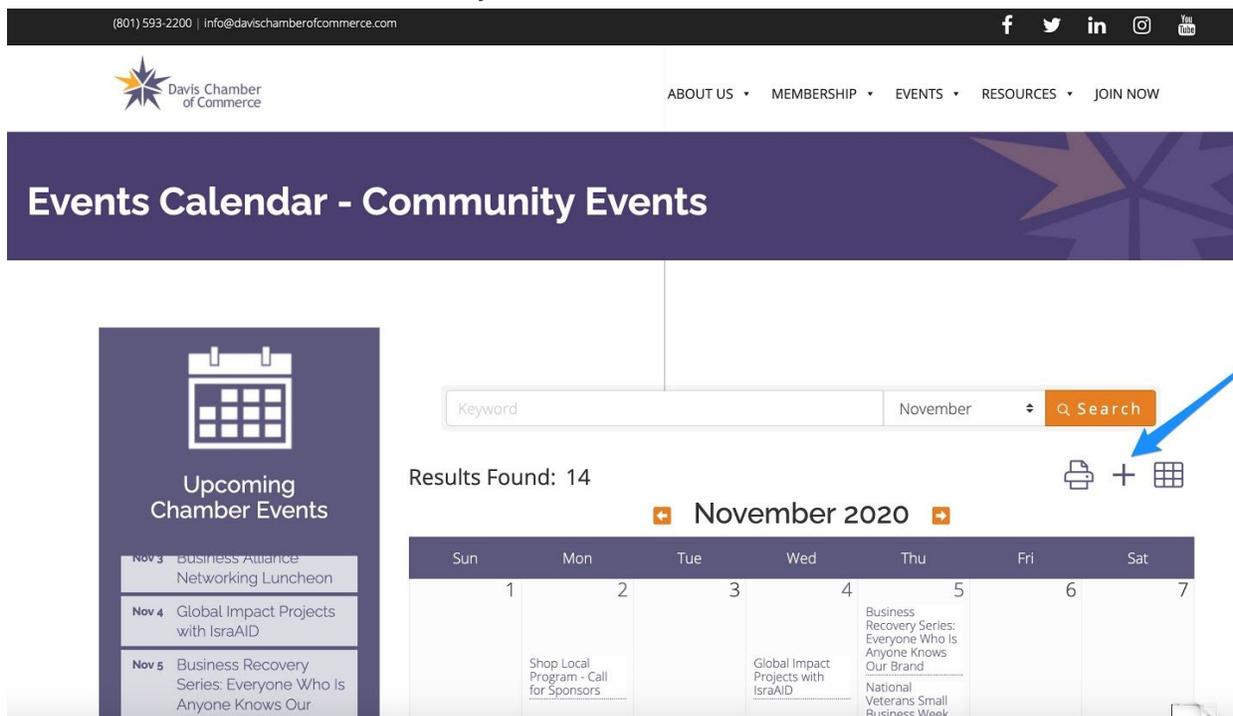
There are 2 ways you can add an event for our Community Calendar.

First is through the public website:

In the menu, under events, choose Community Calendar.

Click on the "+" above the Community Calendar.

Enter the information for your event in the Public Submission Form, including:

1. Event title
2. Start/End date and time
3. Description
4. Location
5. Fees/Admission
6. Contact Information (name or phone number of someone a person to contact with questions)
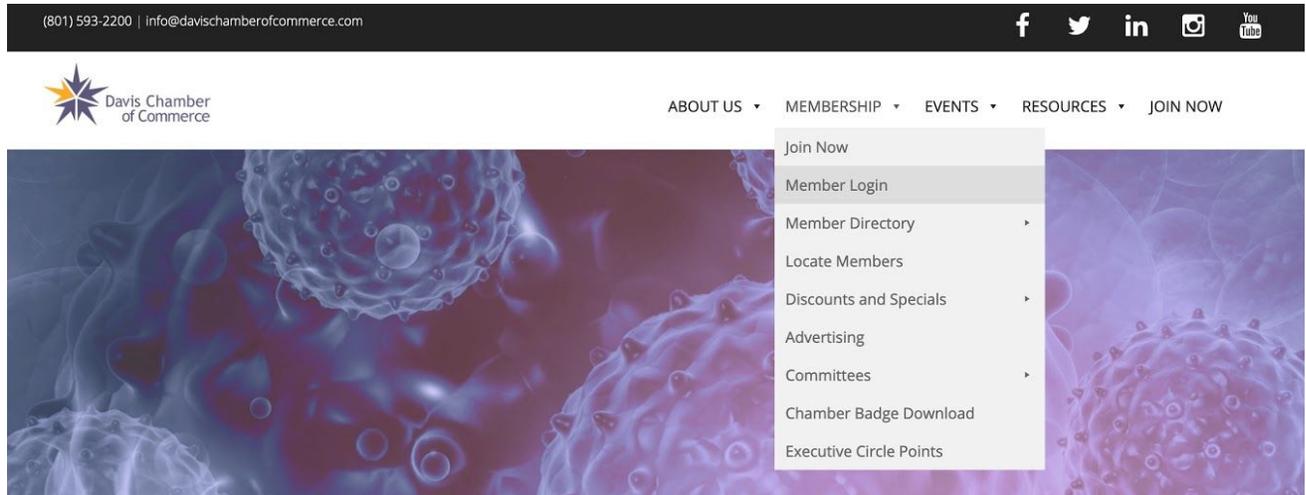7. Contact Email
8. Website URL

For the event category, choose Community.

Then hit Submit. Your event information will be sent to our staff for approval.

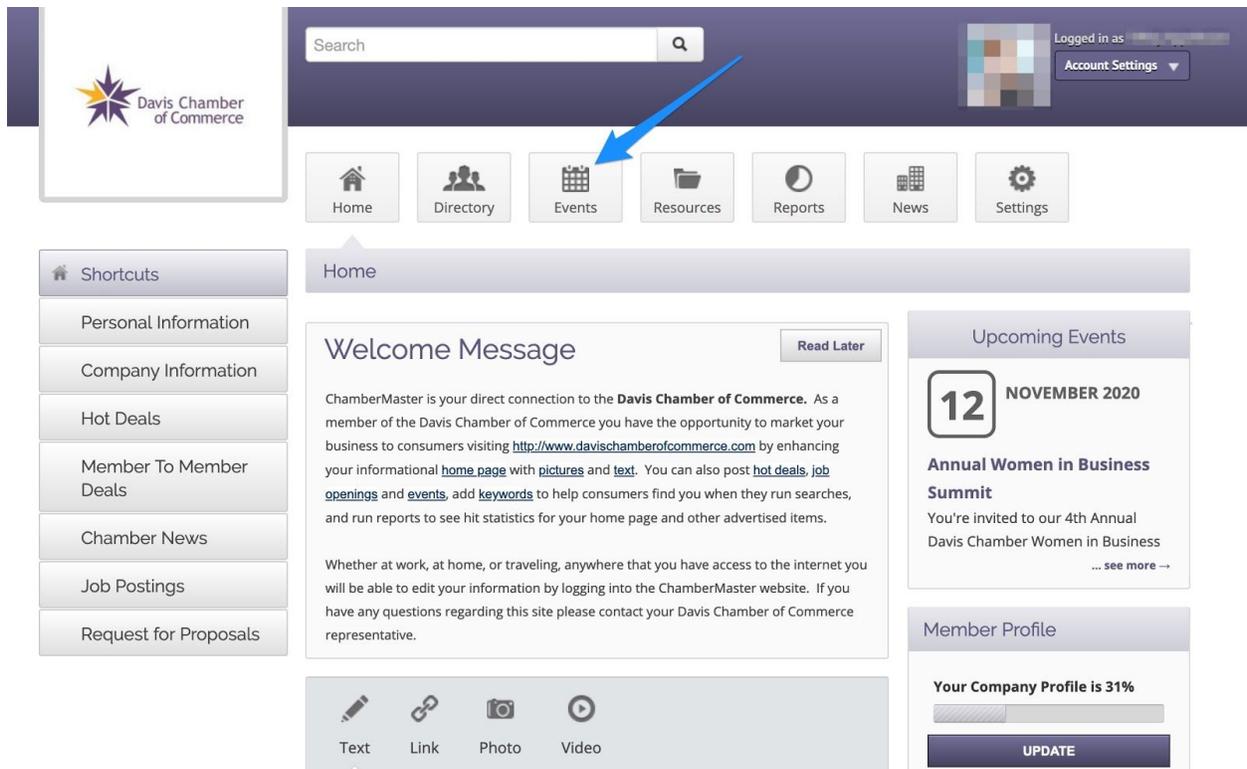Once the event is approved it will show on the Community Calendar.

The **second** way to submit your event for our Community Calendar is for Davis Chamber members only and can be done through the member portal. The advantage of submitting your event information this way is that you can upload photos, videos and more.

In the menu, under Membership, choose Member Login.

Then log into the member portal.

Inside the member portal, choose Events.

Then choose Add Event.

Then enter your event information including:

1. Event title
2. Check the All Day Event or enter Start/End date and time
3. Recurrence–If you would like this event to repeat on the calendar you can set the appropriate recurrence.
4. Description
5. Meta Description–1-2 sentence summary of your content; often visible in search engine results and social media posts/shares; 320 characters max.
6. Search Description–Description displayed in the search results listing on the website, 160 characters max.
7. Location–Where the event will be held or alternate locations.
8. Date/Time–Any details about the date and time.
9. Fees/Admission
10. Contact Information–Name or phone number of a person to contact with questions.
11. Event Categories–Choose "Community"
12. Photos & Images–
    a. Event Header Photo–A 1200 x 225 pixel banner type image that will show at the top of your event page.
    b. Main Event Photo–A 500x500 pixel image that will show at the top of the description.
    c. Search Results Logo–A 75x75 pixel image that will show when the event calendar is being viewed in list form.
    d. Photo Gallery–Up to 8 photos 400x400 pixels that you can use to highlight features of your event. These will show at the bottom of the event page.

13. Map Services–There are 2 options to choose from, Google Maps or you may load in a map image.
14. YouTube–If you have a video from a past event or a promotional video, enter the YouTube video URL in this field.

Once the details have been entered you can either Save as Draft, which allows you the option to save your work and come back to complete it, or you can submit for approval. Your event information will be sent to our staff for approval.

Once the event is approved it will show on the Community Calendar.