

## How to Use the Online Calvert County Calendar of Events Listing Service

### I. Access the Service:

1. Go to our web site at [www.ecalvert.com](http://www.ecalvert.com)
2. Click on the “Tourism” button to go to the tourism section of the web site.
3. Click on the “Calendar of Events” link, then click on the “Post Events” link. This will take you to the Calendar of Events screen.
4. After “Welcome visitor.” click on the underlined text “[Click for free membership.](#)” **Skip to Section II. OR** If you are already registered, after “Already a member?” click on the underlined text “[Click here to Login.](#)”, enter your username and password, and click the “Log In” button. **Skip to Section IV.**

*Note: If you have forgotten your password, you can enter the e-mail address that you registered with, then click the “Help” button and your password will be e-mailed to you.*

### II. User Registration:

1. In the box next to “Organization” click the arrow at the far right of the text box to see if your organization is already listed. You will need to scroll through the organization names.
2. If your organization is listed, highlight your organization’s name by clicking on it. Skip to Section II, Step 5. *Note: You may have **only one organization email**. Several individuals with different events can list under one organization with their personal emails, but any inquiries will go directly to the organizations email. If you want questions going directly to your email, you must add another organization name with a descriptive word. For instance, ABC Company could be ABC Company Concert Events.*
3. If your organization is not listed, you will have to click on the words “[click here](#)” in the sentence below the Organization drop down.
4. This will take you to Organization Registration. **Skip to Section III.**
5. After selecting your organization’s name from the drop down, use your mouse to position your cursor in the text box next to “Your Name:” Enter your name.
6. Hit Tab. Enter your personal email as this email address will be associated with the individual user not the organization. *If your organization has only one email (instead of personal emails for each employee), it is okay to enter the organization email here instead.*
7. Hit Tab. Enter a user name – *you can use whatever you want as this is your personal ID for access to the system.*
8. Hit Tab. Enter a password (again, whatever you choose). **IMPORTANT: Please make a note of the user name and password, as you will need both to access the system in the future to add or edit your event listings.**
9. Click on the “Register Now” button. This will take you to the screen stating: Thank you! Your registration is completed and you now have full access to all of the features on the Calvert County Calendar of Events. [Click here](#) to return to the Calvert County Calendar of Events home page.
10. **Skip to Section IV** where you can manage your account including entering your events.

*NOTE: Once you have logged into the system once, it is possible that your computer will remember your user name and password so when you go to log in you may go right to the Welcome screen described in **Section IV**. Once you have created an account you will just need to login using the “Already a member? [Click here to Login.](#)” link on the Welcome page.*

III. Register your organization – You will only need to do this the first time you use the service if your organization is not listed in the drop down list at the User Registration page.

1. Click in the text box next to “Organization Name “ and enter the name of your organization.
2. Hit tab. Enter organization email. *This will be the email all information requests will go to.*
3. Hit tab. Enter Organization Address.
4. Hit tab. Enter Organization Second Address.
5. Hit tab. Enter Organization City
6. Hit tab. Enter Organization State
7. Hit tab. Enter Organization Zip Code
8. Hit tab. Enter Organization Contact Person
9. Hit tab. Enter Organization Web Address
10. Hit tab. Enter Organization Phone
11. Hit tab. Enter Organization Fax.
12. Click on “Add Organization” button.
13. You will go to a screen, which will say, “Thank you for registering your organization information with the Calvert County Calendar of Events.” Click on “[Click here](#)” to resume registering.
14. This will bring you back to the User Registration Screen. **Go back to Section II, Step 2.**

*NOTE: Authorized users can change your organization information at anytime if necessary. Just click on the “Modify Company Information” link on the menu on the Event Listing Management page.*

IV. Enter Your Events:

1. This will take you to a screen stating: Welcome to Calvert County's Calendar of Events.
2. To enter events or make changes, go to Manage Listings. [Click here to add, edit, change or renew your event listings.](#)
3. This will take you to Calvert County Calendar of Events Administration Page where an Event Listing Management sidebar appears on the **far** left.

**A. For New Event:**

1. Click on “Create New Event Listing” in the menu on the far left.  
*NOTE: Below each required entry is an example of what data we expect to be entered in the boxes. **Please use this to determine the format and type of data to enter in the fields.***
2. Place cursor in Events Title Box: Enter title of event and hit tab.
3. Enter brief description of Event. *The description can be no longer than 250 characters.* Hit tab.
4. Enter Start date using the drop down lists for month, day and year. **Be sure to select the correct year for the event you are entering as 2009, 2010 and 2011 data can now be entered.**
5. Click in the text box next to Start-End Time and enter the start and end times for your event in the text box.
6. Enter End date using the drop down lists for month, day and year. Again, be sure to select the correct year. *NOTE: Also be sure that your end date falls after the start date. This is a common reason why events are not approved.*
7. Click in the text box next to Phone # for event. Enter Phone # where visitors would call for more information. *You have the option to list up to three phone numbers just please separate each number with either semi-colons or the word “ or ”.* Hit tab.
8. Enter Event Address/Location. *This should be the address where the event will be held.* Hit tab.
9. Click on small arrow for pull down menu and choose a city in Calvert County. **You must fill in this field for the entry to be accepted.**

10. Click in the text box next to “Event web site:” If your organization has a web site, please enter it here. Hit tab.
11. *The next five questions are for internal use only.* Enter the event contact person’s first name. Hit tab.
12. Enter the event contact person’s last name. Hit tab.
13. Enter the event contact’s phone number. Hit tab.
14. Enter the event contact’s email. Hit tab.
15. Enter the event contact’s fax number.
16. Is the site handicap accessible?: Please place a check in the box to the left under the question if your site is handicap accessible. All you need to do is click in the box to put a check (or if you need to uncheck the box, click again.)
17. Is a fee required for attendance? If your site charges an admission fee, place a check in the box to the left under the question. If you would like to mention fees for events within the event, scroll back up to description and list the information there...such as, certain activities require a fee.
18. Accept information requests by Email? If you want visitors to be able to email you information requests, place a check in the box to the left under the question.
19. Click on the “Create event listing” button.
20. Your event will be submitted to the Department for approval. Once reviewed, you will receive an e-mail indicating either approval or denial of the event listing.

### **B. Create New Event Listing from prior year’s Event**

1. If you want to submit an event that is already in the system from a previous year, click on “Create New Event Listing from prior year’s Event” from menu on far left.
2. This will bring you to a listing of all your previous events. Scroll to find the event you would like to resubmit for a new year.
3. Click on the event title. This will create a new event for the next year. You can be sure it was done correctly because the following text will appear in red at the top of the event listings: The event was successfully copied as an event for next year in the database!
4. **IMPORTANT: Do NOT click on the title again from this screen**, as it will create another new event. Instead proceed directly to “Edit Event Listing” and **Skip to Section 4-C. Edit Event Listing** to make the appropriate changes to your previous listing. **IMPORTANT: Please BE SURE to update the 2010 event and not the 2009 event or your 2009 event will be replaced.**
5. When complete, click on “Edit Event Listing” and your event will be submitted to the Department for approval. Once reviewed, you will receive an e-mail indicating either approval or denial of the event listing.

### **C. Edit Event Listing**

1. Click on “Edit Event Listing” from menu on far left.
2. This will bring you to your organizations events listing. Scroll to find the event you would like to edit.
3. Click on the event title.
4. Make all necessary changes to the listing.
5. When complete, click on “Edit Event Listing” at bottom of page (**NOT** on menu on far left).
6. Your event will be submitted to the Department for approval of the changes. Once reviewed, you will receive an e-mail indicating either approval or denial of the event listing.

#### **D. Delete Event Listing**

1. Click on “Delete Event Listing” from menu on far left.
2. This will bring you to your organizations events listing. **IMPORTANT: Once you click on the event title, the listing is deleted, so choose carefully.** Scroll to find the event you would like to delete.
3. Click on Event title and it will automatically delete.

*NOTE: There is no log out procedure for this system. When you are finished adding/editing/deleting events you may just close your browser to log out of the system.*

*Sit back and enjoy your free advertising!*

*Updated February 3, 2009.*