

## POSTING TO THE COMMUNITY CALENDAR

www.BranchDistrictLibrary.org/cc

| 1. Once your account is set up and               |   |                  |   |                   |                             | 🗇 Support 🛛 🖯 John Rucker 🤟  |  |
|--|---|------------------|---|-------------------|-----------------------------|------------------------------|--|
| you are logged in, click on "Create              | Coldwater Band Boosters - Organization - V Events - |                  | Events > CHS Band Boosters Mee  | S DUPLICATE EVENT |                             |                              |  |
| Event on the sidebar at left.                    | Create Event<br>Events Calendar                     |                  | 0   | 2                 |                             | _0                           |  |
|  | Events List   |                  | EVENT SETUP DA  | TE&TIM            | E                           | CONFIRMATION                 |  |
|  | Billing and Payments                                |                  | Discomplete   | in Progres        | Completed                   |                              |  |
|  | R55   | RSS Status Draft |   |                   |                             |                              |  |
|  |   |                  | Event Information<br>Fillout main event details   |                   |                             |                              |  |
|  |   |                  | EVENT NAME*   | EVD               | IT TYPE ' O                 |                              |  |
|  |   |                  | CHS Band Boosters Meeting   | Ev                | ent                         |                              |  |
| 2 Enter the name and description of              |   |                  |   | a a               |                             |                              |  |
| 2. Enter the name and description of vour event. | 2   |                  | We promote and financially support the instrumental music program of Codwater Schools (Sh-12th grades) to encourage<br>students to attain the highest level of musical achievement. We are only able to provide support for our music programs<br>because of the countiest parents and community members who denate their time. You can help teel |                   |                             |                              |  |
| ,  |   |                  | Come join us for our monthly meeting in the band room at<br>parking lot.  | Coldwater         | High School. The band n     | com entrance is off the rear |  |
|  |   |                  | EVENT (B) (OPTIONAL)  | EVE               | (THE TYPE (OPTICAL)         |                              |  |
|  |   |                  | https://coldwaterbandboosters.org/  | м                 | ore Information URL         |                              |  |
|  |   |                  |   |                   |                             |                              |  |
|  |   |                  | Virtual Event<br>Please check the box if this event will be held virtually  |                   |                             |                              |  |
|  |   |                  | Virtual Event   |                   |                             |                              |  |
|  |   |                  |   |                   |                             |                              |  |
|  |   |                  | Location  |                   |                             |                              |  |
|  |   |                  | Choose a physical location for this event. If it is a virtual event, p  | lease solo        | ct your organization's venu | 0.                           |  |
|  |   |                  | Use Custom Venue  | - VLN             | UENAME (DPTIONAL)           |                              |  |
| 3. Enter your event's location.                  |   | 3                | ADDRESS*  | CITY              | 0                           |                              |  |
| of Enter your event s location.                  |   | Ť.,              | 275 N. Fremont St.  | 6                 | Sdwater                     |                              |  |
|  |   |                  | STATE' ZIP CODE'  | ROO               | MINFORMATION (OPTIONA       | D                            |  |
|  |   |                  |   |                   |                             |                              |  |
|  |   |                  |   |                   |                             |                              |  |
|  |   |                  | Event Categories & Grouping<br>Select categories and age groups   |                   |                             |                              |  |
|  |   |                  | SELECTED CATEGORIES   |                   | AVAILABLE CATEGORIES        |                              |  |
|  |   |                  | Volunteer   | ÷                 | Animals                     | 1                            |  |
|  |   |                  | Music & Theater<br>Educational  |                   | Author Event<br>Book Club   |                              |  |
| 4. Add appropriate categories and                |   |                  | Community Content   |                   | Career                      |                              |  |
| age groups so that visitors to the               |   | ,                | Arts & Culture  |                   | Charity                     |                              |  |
| community colondar can find just the             |   | 4                | Age Groups  |                   |                             |                              |  |
| community calendar can find just the             |   |                  | All Age Groups  |                   |                             |                              |  |
| events they are looking for.                     |   |                  | SELECTED AGE GROUPS*  |                   | AVA/LABLE AGE GROUPS        |                              |  |
|  |   |                  | Adult   | +                 | Infant/Toddler<br>Youth     |                              |  |
|  |   |                  |   |                   | Teen                        |                              |  |
|  |   |                  |   |                   | Senior                      |                              |  |
|  |   |                  |   |                   |                             |                              |  |
|  |   |                  |   |                   |                             |                              |  |
|  |   |                  |   |                   |                             |                              |  |
|  |   |                  | Image Upload<br>Upload an image for the event   |                   |                             |                              |  |
|  |   |                  | EVENT PHOTO (OPTIONAL)  |                   |                             |                              |  |
| 5. Add an optional picture to make               |   |                  | The Band  |                   |                             |                              |  |
| your post more visually appealing                |   | 5                | Boosters Brand  |                   |                             |                              |  |
| Joan post more visually appealing.               |   |                  |   |                   |                             |                              |  |
|  |   |                  |   | 1                 |                             |                              |  |
|  |   |                  | 1200x675 ht recommended   |                   |                             |                              |  |
| 6. Press "Save and Continue" to go               |   |                  |   |                   |                             |                              |  |
| to the next step.                                |   | 6                | SAVE AND CONTINUE BACK  |                   |                             |                              |  |
| ······································           |   |                  |   |                   |                             |                              |  |

|  | LocalHop   |  |  |  | ③ Support ④ John Rucker * |  |
|--|--|--|--|--|---------------------------|--|
|  | <ul> <li>Coldwater Band Bassters -</li> <li>Organization</li> <li>Events</li> <li>Create Event</li> <li>Create Condra</li> <li>Events Lat</li> <li>Reports</li> <li>Billing and Payments</li> <li>RSS</li> </ul> | Events > CHS Band Boosters Meeting > Edit Event                        |  |  | CONFIRMATION              |  |
| 7. Click on "Add Date and Time" to add your event's date and time.                     |  | Status: Droft<br>Date and Time   | • RECURRING ROOM                           |  | R ADDIGATE AND THE        |  |
| You can add multiple dates for   |  | Event Date Event Time 09/11/2024 0:15 pm -7:15 pm                      | 275 N. Fremont St.,<br>Coldwater, MI 49026 | Reminder<br>Date: 09/10/2024 6:15<br>pm<br>Schedule: 1 day prior to<br>event | Action                    |  |
| a multi-date event, or add an  |  | 10/02/2024 6:15 pm - 7:15 pm   | 275 N. Fermont SL,<br>Coldwater, MI 49036  | Date: 10/01/2024 6:15<br>pm<br>Schedule: 1 day prior to<br>event             |                           |  |
| automatically repeating  |  | 11/13/2024 6:15 pm - 7:15 pm   | 275 N. Fremont SL,<br>Coldwater, M149036   | Date: 11/12/2024-6:15<br>pm<br>Schedule: 1 day prior to<br>event             |                           |  |
| schedule.  |  | 12/11/2024 6:15 pm - 7:15 pm   | 275 N. Fremont St.<br>Coldwater, MI 49036  | Date: 12/10/2024.6-15<br>pm<br>Schedule: 1 day prior to<br>event             |                           |  |
|  |  | 01/08/2025 6:15 pm - 7:15 pm   | 275 N. Fremovt SL,<br>Coldwater, MI 49036  | Date: 01/07/2025 6:13<br>pm<br>Schedule: 1 day prior to<br>event             |                           |  |
|  |  | 02/12/2025 6:15 pm - 7:15 pm   | 275 N. Fremont SL,<br>Coldwater, MI 49026  | Date: 02/11/2025 6:15<br>pm<br>Schedule: 1 day prior to<br>event             |                           |  |
|  |  | 03/12/2025 6:15 pm - 7:15 pm   | 275 N. Fremont SL,<br>Coldwater, M149036   | Date: 03/11/2025 6:15<br>pm<br>Schedule: 1 day prior to<br>event             |                           |  |
| 8. If you want to require registration   |  | 04/09/2025 6:15 pm - 7:15 pm   | 275 N. Fremont St.,<br>Coldwater, MI 49036 | Date: 04/08/2025.6:15<br>pm<br>Schedule: 1 day prior to<br>event             |                           |  |
| See  |  | 05/21/2025 6:15 pm - 7:15 pm   | 275 N. Fremont St.<br>Coldwater, M149036   | Date: 03/20/2025 6:13<br>pm<br>Schedule: 1 day prior to<br>event             |                           |  |
| https://getlocalhop.com/registration-<br>and-ticketing-administrators/ for<br>details. |  | Registration and Ticketing   |  |  |                           |  |
|  | 8  | TICKETING TYPE"<br>No Ticketing  |  |  |                           |  |
| 9. Choose if you want to publish now   |  | Publish & Schedule<br>Srta schedulddara and publish now<br>sweceriors: |  |  |                           |  |

9. Choose if you want to publish now or wait, then click the "Save" button.

10. Once your event is published, it will show up on the Community Calendar!

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SAVE AND PUBLISH