![BRANCH DISTRICT LIBRARY logo]

POSTING TO THE COMMUNITY CALENDAR
www.BranchDistrictLibrary.org/cc

www.BranchDistrictLibrary.org

1. Once your account is set up and you are logged in, click on "Create Event" on the sidebar at left.
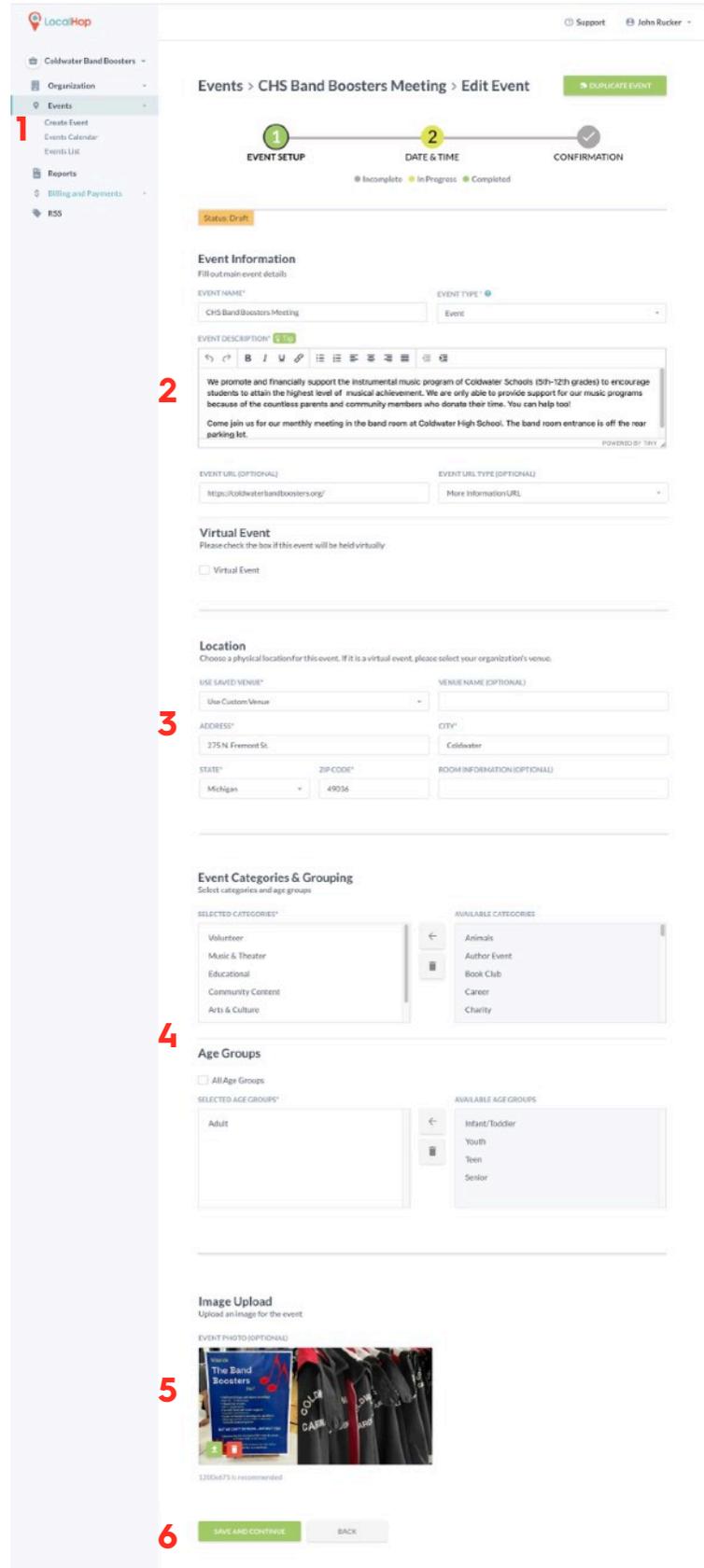
2. Enter the name and description of your event.

3. Enter your event's location.

4. Add appropriate categories and age groups so that visitors to the community calendar can find just the events they are looking for.

5. Add an optional picture to make your post more visually appealing.

6. Press "Save and Continue" to go to the next step.

7. Click on "Add Date and Time" to add your event's date and time.

You can add multiple dates for a multi-date event, or add an automatically repeating schedule.

8. If you want to require registration for your event, you can do that, too.

See https://getlocalhop.com/registration-and-ticketing-administrators/ for details.

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!

www.BranchDistrictLibrary.org/cc