

# ONLINE COMMUNITY CALENDAR LISTINGS

## A Members Only Feature!

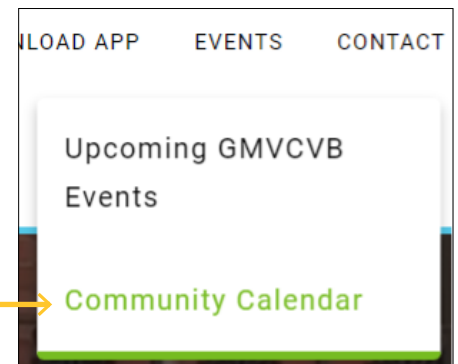
- Spread the word about your events or exhibits while gaining valuable exposure for your business.
- This is one of our websites' most visited pages with over 18K visitors in 2023.
- Events listed in our Community Calendar are often included in social media posts and E-Blasts distributed in the Greater Merrimack Valley and beyond!



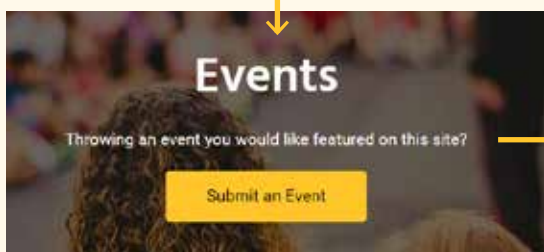
GREATER MERRIMACK VALLEY  
Convention & Visitors Bureau  
#AdventuresAwait

## HOW TO ADD EVENTS TO THE GREATER MERRIMACK VALLEY COMMUNITY CALENDAR

- 1 Visit [www.MerrimackValley.org](http://www.MerrimackValley.org) and scroll over the **Events** tab at the top. Select "**Community Calendar**."



- 2 Click the "**Submit an Event**" button. A form will appear, please **fill out the form** entirely.



# HOW TO ADD EVENTS TO THE GREATER MERRIMACK VALLEY COMMUNITY CALENDAR

(CONTINUED)

**3** If your event is recurring, select **“Schedule Multiple Events”** button and fill out the required information. **One image per event** will be uploaded to your Community Calendar listing.

EVENT TIME & DATE

Start/End: 8/8/2023 8:00am to 5:00pm 8/8/2023

All Day Event

Recurring Event: **SCHEDULE MULTIPLE EVENTS**

EVENT IMAGE

Choose a jpg, png, or gif file under 300 MB in size.

**CHOOSE IMAGE**

**4** **Event Categories** and **Event Tags** are meant for you to pick multiple categories or tags so visitors to the Community Calendar can search for specific types of events.

EVENT CATEGORIES

> Culinary Tourism > Free Events \*

EVENT TAGS

> Fireworks > Shopping > Advertisements/Alerts \*

**5** Select **Scheduled** from the drop-down in Events Status.

EVENTS STATUS

Set status: Scheduled \*

Scheduled

Canceled

**6** Type in the **location of your Venue** – it may prepopulate if you’ve used the Community Calendar feature in the past.

VENUE DETAILS

Venue: Create or Find a Venue\*

Create or Find a Venue

Create or Find a Venue

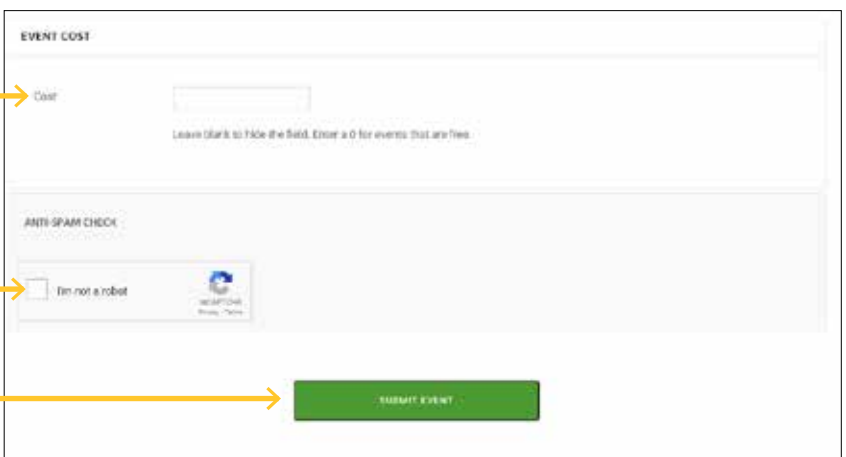
# HOW TO ADD EVENTS TO THE GREATER MERRIMACK VALLEY COMMUNITY CALENDAR (CONTINUED)

**7** Add your **Organizer Details** – if this a co-sponsored event you can add additional organizers by clicking the “**Add Another Organizer**” button.



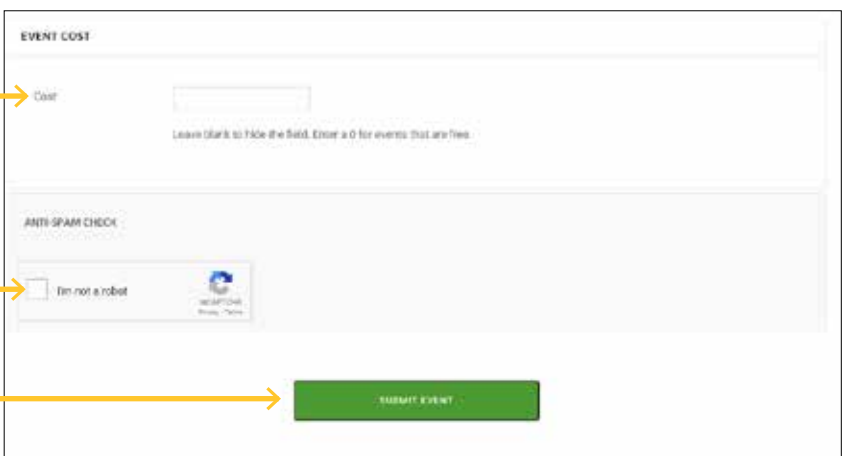
The screenshot shows the 'ORGANIZER DETAILS' section of a form. It includes fields for 'Organizer', 'Phone', 'Website', and 'Email'. The 'Organizer' field contains the text 'Create: ABC Company\*'. Below the fields is a note: 'The e-mail address will be obfuscated on this site to avoid it getting harvested by spammers.' At the bottom of the form is a green button labeled 'ADD ANOTHER ORGANIZER'. Two yellow arrows point to the 'Organizer' field and the 'ADD ANOTHER ORGANIZER' button.

**8** It's very helpful to add your **event website or business website** and to fill in the **Additional Fields**.



The screenshot shows the 'EVENT COST' section with a 'Cost' input field. Below it is an 'ANTI-SPAM CHECK' section with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. At the bottom is a green button labeled 'SUBMIT EVENT'. Three yellow arrows point to the 'Cost' field, the 'I'm not a robot' checkbox, and the 'SUBMIT EVENT' button.

**9** Once you **submit** the event a notification will be sent to the Greater Merrimack Valley CVB and it will take 24-48 hours to post.



This screenshot is identical to the one above, showing the 'EVENT COST' section with the 'Cost' field, the 'ANTI-SPAM CHECK' section with the 'I'm not a robot' checkbox, and the 'SUBMIT EVENT' button. Three yellow arrows point to the 'Cost' field, the 'I'm not a robot' checkbox, and the 'SUBMIT EVENT' button.

If you feel that you've made an error or need to postpone or cancel the event once the event is live, please reach out to [kprosper@merrimackvalley.org](mailto:kprosper@merrimackvalley.org) or **978-954-5093**.