ONLINE COMMUNITY CALENDAR LISTINGS

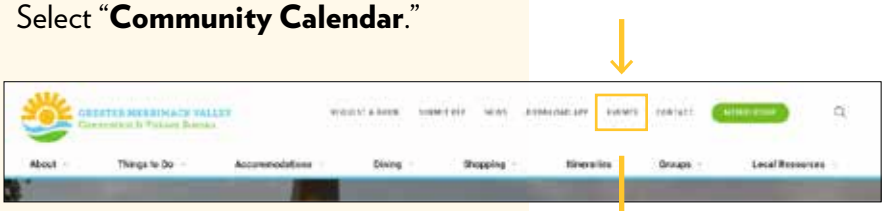
A Members Only Feature!

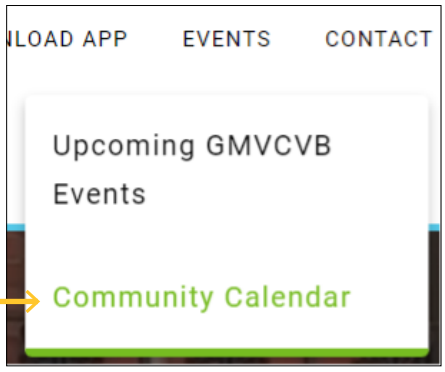
- **Spread the word about your events or exhibits while gaining valuable exposure for your business.**
- **This is one of our websites' most visited pages with over 18K visitors in 2023.**
- **Events listed in our Community Calendar are often included in social media posts and E-Blasts distributed in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

GREATER MERRIMACK VALLEY
Convention & Visitors Bureau
#AdventuresAwait

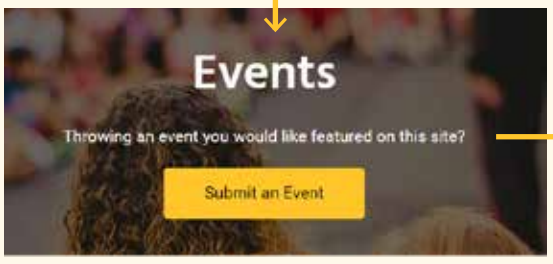
HOW TO ADD EVENTS TO THE GREATER MERRIMACK VALLEY COMMUNITY CALENDAR

1 Visit **www.MerrimackValley.org** and scroll over the **Events tab** at the top. Select "**Community Calendar**."





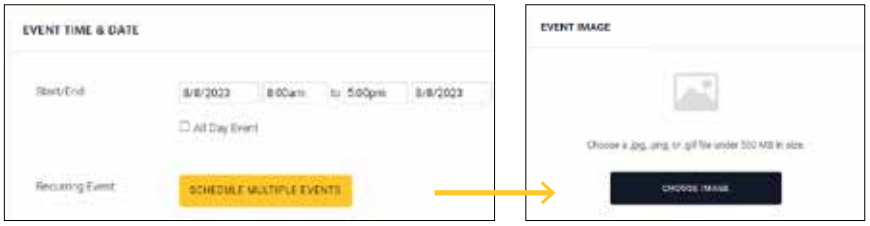
2 Click the "**Submit an Event**" button. A form will appear, please **fill out the form** entirely.



CONTINUED →

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.



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.

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

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

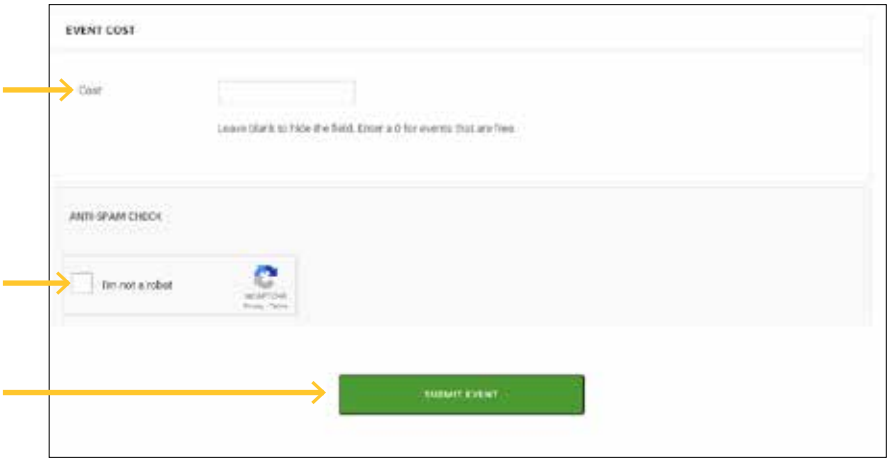
CONTINUED →

HOW TO ADD EVENTS TO THE GREATER MERRIMACK VALLEY COMMUNITY CALENDAR

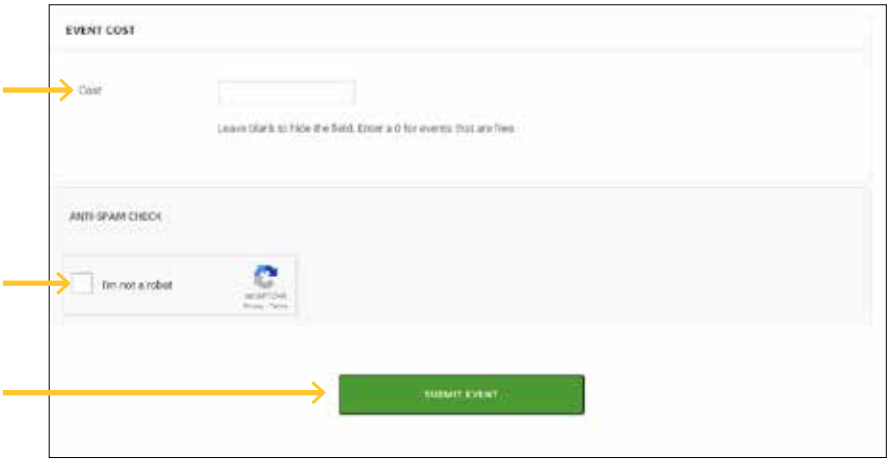
(CONTINUED)

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

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



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.



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** or **978-954-5093**.