

ONLINE COMMUNITY CALENDAR LISTINGS

A Members Only Feature!

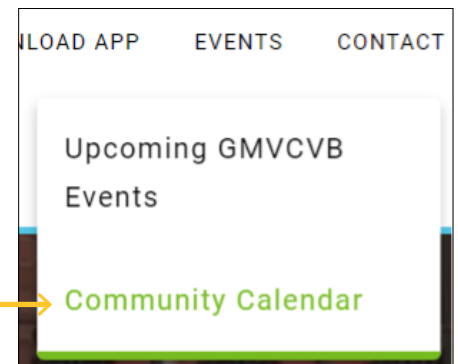
- Spread the word about your events or exhibits while gaining valuable exposure for your business.
- This is one of our websites' most visited pages with over 18K visitors in 2023.
- Events listed in our Community Calendar often make it to our *"What Are You Doing This Weekend"* E-Blast distributed to over 15k contacts in the Greater Merrimack Valley and beyond every Thursday!



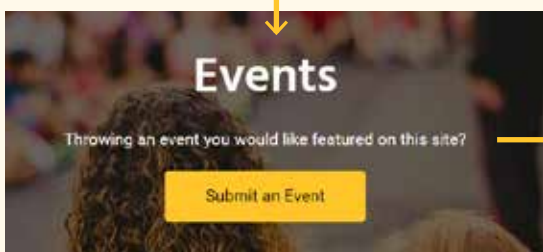
GREATER MERRIMACK VALLEY
Convention & Visitors Bureau
#AdventuresAwait

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.



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 > Adventure/Outdoor *

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

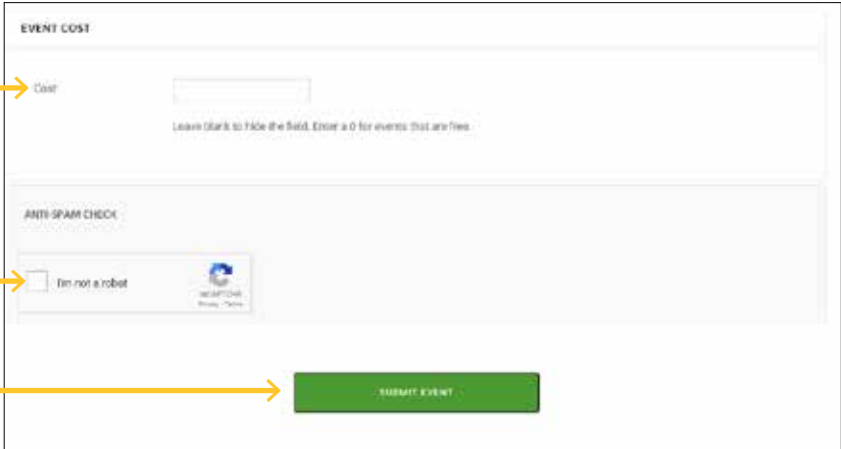
HOW TO ADD EVENTS TO THE GREATER MERRIMACK VALLEY COMMUNITY CALENDAR (CONTINUED)

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



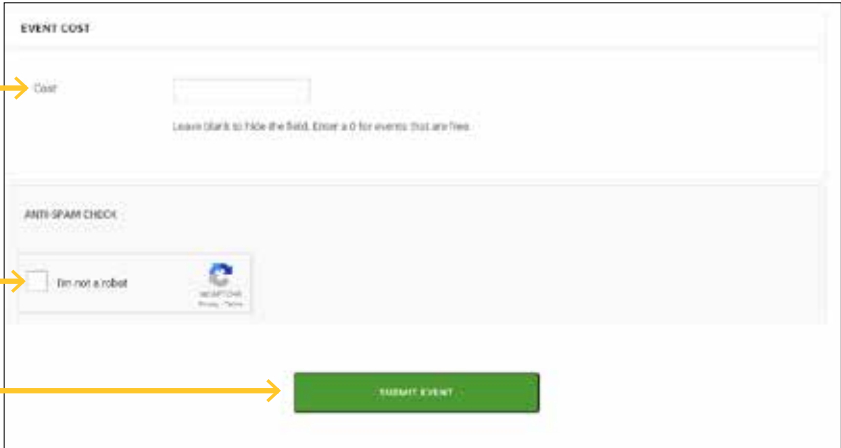
The screenshot shows the 'ORGANIZER DETAILS' section of a form. It includes fields for 'Organizer', 'Phone', 'Website', and 'Email'. The 'Organizer' field contains the text 'Create: ABC Company*'. Below the fields is a note: 'The e-mail address will be obfuscated on this site to avoid it getting harvested by spammers.' At the bottom of the section 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 or **978-954-5093**.