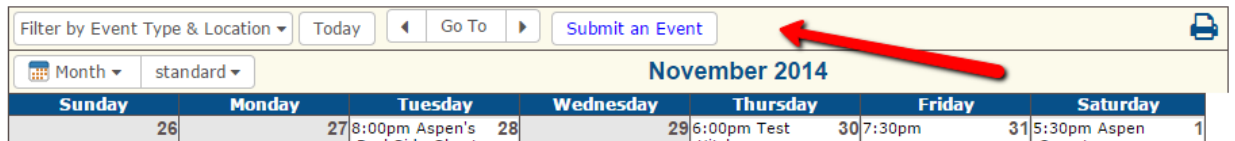ASPEN CHAMBER RESORT ASSOCIATION

Please use the following guide as a reference when entering events on the new Aspen/Snowmass Community Event Calendar. For questions, please contact Karen Keeley at info@aspenchamber.org.

- To enter your community event, start on the main event calendar page.
- Click *submit an event* to get started:

- The following "Submit an Event" entry form will pop up with all starred fields required:

- Notice first the "Choose" box (pictured below). This is where you pick the location of your event (Aspen or Snowmass, the calendar does not currently support down valley events).

Submit an Event for Review NEW

Submit your event below. To enter detailed notes, use the EVENT DESCRIPTION link below

*Choose: [Select one ▼]

Event Title:*

Event Type:*
☐ Artistic, Cultural, or Historic
☐ Kid Friendly
☐ Sporting
☐ Music
☐ Educational or Lecture
☐ Food, Wine or Beer

Start Date:* 11/17/2014
End Date:* 11/17/2014
Start Time:* 10:00 am — + ✖ Remove Time
Length in hours:* 1:00 — + ends at 11:00 am
Recurrence: Never ▼
Event Description Copy: Click here to enter Event Description ?
Link Text: Visit Event Website ?
Link URL: ?
Submitter's Email:* ?
*Required

Double check your entry and then click OK and we will review your event for approval.

[Cancel] [OK]

- **Note: You can only submit your event to one calendar**. Duplicate submissions will be rejected.
- Once you have selected a calendar, continue to fill in the required fields:
  - Event Title - Enter a short and specific event title. On the final page of this document you can see where this will appear on the calendar.
  - Select from the "Event Type" box the check boxes that describe to your event.
  - Start and End Date - Enter the date of the event or the date of the first occurrence if it is reoccurring (see more below). Make sure to enter an end date if the event is reoccurring. On the final page of this document you can see where this will appear on the calendar.
  - Length in Hours - Enter the length of the event in hours. **This is not the end time**, but rather how long the event will be, e.g. 2 hours. A start time of 10:00 am with a length of one hour will end at 11:00 am.
  - Recurrence - Enter how often this event will occur. If this is a onetime event, leave the reoccurrence as "once." If this is a reoccurring event select how often it reoccurs from the drop down and make sure you entered an accurate end date for this to work right. For example, if your event occurs every Wednesday all through the summer, select the first Wednesday and then last Wednesday, then select weekly reoccurrence.
  - "Click Here to Enter an Event Description"– You are able to enter more information about your event here. Click the link and another box will pop up where you can enter a detailed description (pictured below). This box can include any information that will be useful to the visitor including phone numbers and email addresses (web addresses are added in the next step). Here is what the pop up to enter an event description looks like:
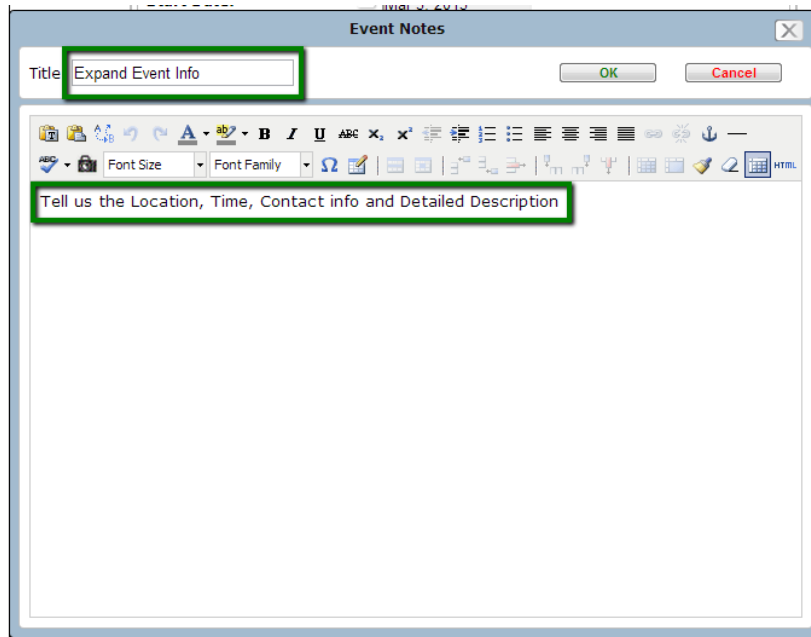
You can edit your text appearance and features using the word-document like options. You are able to add images from this bow as well. You can also edit the link text that defaults to "Expand Event Info." Don't forget to click "ok" once all your event info is entered. On the final page of this document you can see where this information will appear on the calendar.

- Link Text and Link URL - This is where you can link back to your site or the event's site. The first box "link text" defaults to "Visit Event Website" but can be updated if something else is more logical. In the second box enter the URL you want to link to. On the final page of this document you can see where this will appear on the calendar.
- Event Contact Email - Enter the contact information that potential event attendees can use to get more information. This will be visible to all end users. Please note that this email address will be notified if your event is rejected.

- **When you have completed every field, hit ok**. You will receive a confirmation message in your browser:
- The following shows where the information you enter will appear (event title, followed by a link to more event info, followed by a link to your event website):
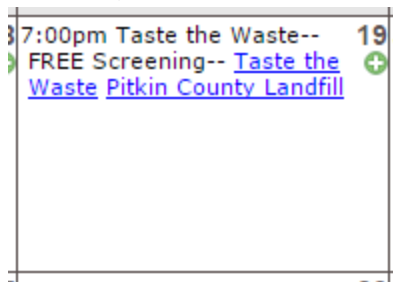
- Once your event is submitted you can expect it to be approved (or disapproved) within 3 business days.

FAQs

- *What if I enter my event incorrectly or if my event details change?* If this is the case please contact the calendar administrator (mailto:info@aspenchamber.org) and we will reject your event so that you can resubmit it.