

The following sections are **REQUIRED**: USER DATA (if showing), TITLE, DESCRIPTION, MORE INFO (link to your event), START DATE/TIME, END DATE/TIME, FEATURED IMAGE, and CATEGORIES. All other sections are optional. Please refer to the screenshots below if you have questions about specific sections. **NOTE**: The default time zone for all events is Eastern Time Zone. If your event is located in a different time zone, please update the TIMEZONE section which is shown in one of the below screenshots.

Submit An Event For Listing

USER DATA IS REQUIRED. If you are a member, click on MEMBER LOGIN first and log into your account. Then come back to the SUBMIT AN EVENT FOR LISTING page. If you are not a MEMBER, just enter your Email Address and Full Name.

The screenshot shows a form for submitting an event. On the left is a rich text editor with a 'Title' field at the top. On the right is a 'User Data' section, which is highlighted with a red box. This section contains two input fields: 'Email*' with the placeholder 'eg. yourname@gmail.com' and 'Name*' with the placeholder 'eg. John Smith'. A red arrow points from the instruction box above to the 'User Data' section.

SUBMIT AN EVENT

Submit An Event For Listing

This screenshot shows the event submission form with several fields circled in red. At the top left is a green button that says 'Go back to events list'. The 'Title' field is circled and contains the text 'INSERT TITLE'. Below the title field is a rich text editor with a toolbar and a text area containing 'INSERT EVENT DESCRIPTION'. To the right is an 'Event Links' section. The 'Event Link' field is circled and contains the text 'DO NOT ENTER LINK IN THIS BOX'. Below it is a 'More Info' field, also circled, containing 'INSERT URL TO EVENT'. Other fields include 'More Information' and 'Current Window'.

Date And Time



Start Date

Start Date

8

:

00

AM



End Date

End Date

6

:

00

PM

All-day Event

Hide Event Time

Hide Event End Time

Notes on the time

It shows next to event time on the Single Event Page. You can enter notes such as timezone in this field.

Timezone

Inherit from global options

ENTER YOUR EVENTS START DATE/TIME & END DATE/TIME

If the event is a recurring event, enter the first day in the START & END Date/Time section. The following dates and times will be entered in a different section.

UPLOAD AN IMAGE FOR YOUR EVENT

Must be a JPG/JPEG file and cannot exceed 2 MB. Preferred images will be horizontal and not vertical in dimensions. Image dimensions should not exceed 500px.

SELECT CATEGORIES FOR YOUR EVENT

You may select any category, except for Hosted by Encore Network and Members Only. You need prior approval for those two options.

TIMEZONE

System default is Eastern Time Zone. If your event is in a different time zone, please select from dropdown.

Current Window

If you fill it, it will be shown in event details page as an optional link. Insert full link including http(s)://

Featured Image

no file selected

Categories *

Hosted by Encore Network

Hosted by Encore Network Members

Hosted by Other Organizations

In-Person

Members Only

Online Meeting

Virtual Events

Webinar

Visibility

Show on Shortcodes ▾

Event Repeating

Repeats

- ✓ Daily
- Every Weekday
- Every Weekend
- Certain Weekdays
- Weekly
- Monthly
- Yearly
- Custom Days
- Advanced

Never

On

After



Show only one occurrence of this event

RECURRING EVENTS

If you have a recurring event, click on the box next to Event Repeating. This will give you additional options for different types of repeats (Daily, Weekly, Monthly, Yearly, Custom Days, etc.) If your event falls on different days that do not fit a daily, weekly, monthly, or yearly recurrence, then I select Custom Days. Custom Days lets you select all the different dates and times manually.

Event Location

Hide location ▼



Don't show map in single event page

Event Main Organizer

Hide organizer ▼



Note To Reviewer

INSERT ANY PRIVATE COMMENTS HERE
TO THE ENCORE NETWORK STAFF.

OPTIONAL

I'm not a robot



reCAPTCHA
Privacy - Terms

SUBMIT