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.

**Submit An Event For Listing**

**INSERT TITLE**

**INSERT EVENT DESCRIPTION**

**DO NOT ENTER LINK IN THIS BOX**

If you fill it, it will replace the default event page link. Insert full link including https://
**Date And Time**

- **Start Date**
- **End Date**

**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.
Visibility

Show on Shortcodes

Event Repeating

Repeats

Daily

Every Weekday
Every Weekend
Certain Weekdays
Weekly
Monthly
Yearly
Custom Days
Advanced

Never

On

After

10

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

SUBMIT