

How to Add New Calendar Events

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With the new District 5 Calendar, it is possible for anyone to submit an event!

This allows for greater visibility for your club and area contests, open houses, guest speakers, and other special events.

The process for adding new calendar events is easy. Here are the specifics:

1. **Log in to the District 5 website.** There is a login module on almost every page of the site. If you have not yet created a login, click on the "Create an Account" link at the bottom of the login module and complete the Registration Form.
2. **Click on "Submit an Event" under Calendar.** Once you are logged in, you will see a menu item for "Submit an Event" under the "Calendar" top-level menu item.
3. **Check the Venue List.** Click on "Select" next to the Venue field to check if your venue (*location*) is listed. If so, move on to Step #5. If not, you may either add the venue (see Step #4) or click on "No Venue" at the far right of the Venue field (*you can still enter location information in the Description field - see Step #5*).
4. **Add your Venue if necessary.** To do so, click on "Submit new venue." Complete the associated form (*you don't need to enter information in every field*) and then click on "Save." Go back to "Submit an Event." Your new venue will now appear at the top of the venue list.
5. **Add your Event.** Make sure to select the appropriate category from the pull-down menu (*i.e. Area Contest, Open House, etc.*). Then enter a description for your event in the Description field. If you have any files which need to be included with your event (*i.e. contest flyer*), please send them to the Webmaster for posting at webmaster@d5toastmasters.org . You may send the file in any format. The Webmaster will convert the file to the correct size and format for posting with the associated calendar event.
6. **Time Format Caveat:** All event times need to be entered in 24-hour format (aka "military time") without the a.m. or p.m. As an example, a contest which runs from 6:30 - 8:00 p.m. would be entered with a start time (field is called "time" on the form) of 18:30 and an end time of 20:00. A second example of a morning contest beginning at 9:30 am would be entered with a start time of 09:30.
7. **Remember to Save!** Once you have finished entering your event information, click "Save" at the top of the form.

8. **Approval Process:** The Webmaster will need to approve your new event before it appears on the D5 calendar. This will usually be done on the day of entry but can take up to 2 days. If the event needs to be posted right away, please contact the Webmaster to expedite the process.

Hopefully, these instructions are straightforward and you will be able to enter new events without any problems. However, if you have any questions, feel free to [Contact the Webmaster](#) at any time.

We look forward to seeing lots of new and exciting Toastmasters events submitted by members throughout the District!