Quick Guide

Submitting events on houcalendar.com
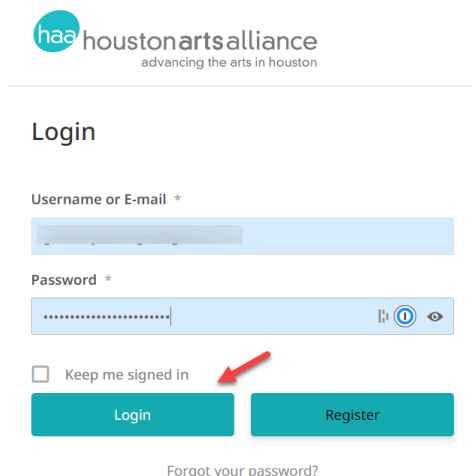
1- Log into your account

1. Head over to https://www.houcalendar.com/
2. Click on *Submit An Event* from the menu
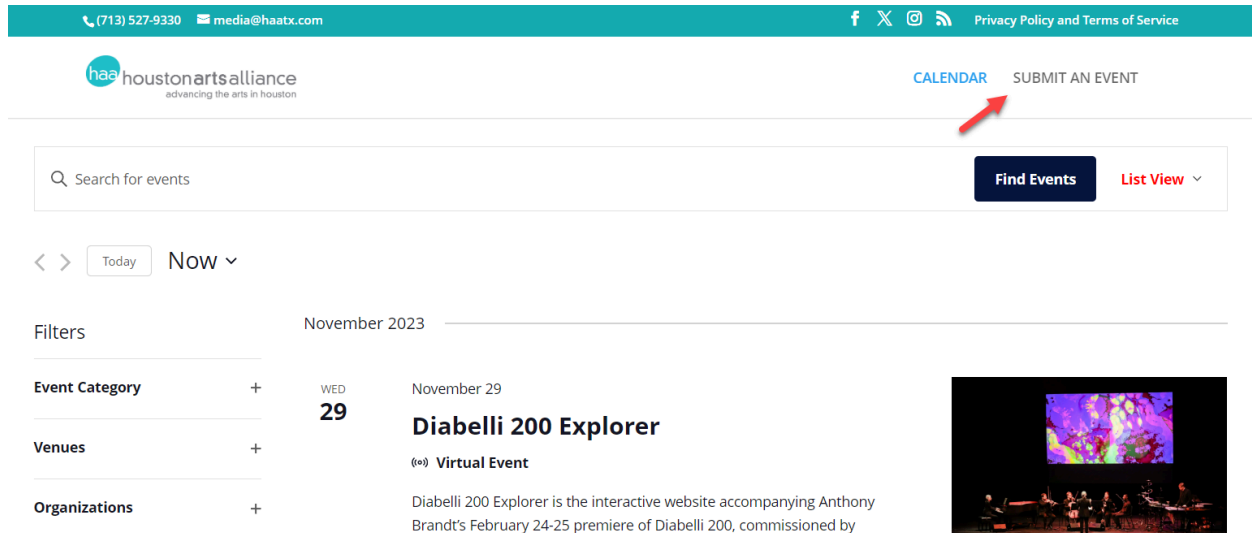
3. Log in using your email or username + password
   - If you forgot your password, use the *Forgot your password?* Link located below the Login and Register buttons.
   - If you don't have an account, click on the *Register* button
   - If all else fails, contact the team via email: media@haatx.com

2- Submit an event

You are in and should be looking at the *My Events* screen.

- Upcoming events that you have previously submitted will appear under the *Upcoming Events* tab.

  - Your past events will be found under the *Past Events* tab located next to the *Upcoming Events* tab

  - If you are not seeing one of your previously submitted events, contact the team via email: media@haatx.com

- Click on the *Add New* button to submit an event.

You should now see the *Add New Event* page.

- To head back to the *My Events* page, click on the *View your submitted events* button

1. Enter your event's title (required)
2. Enter your event's description (required)

EVENT TIME & DATE

Start/End: 11/29/2023 8:00am to 5:00pm 11/29/2023 Timezone: America/Chicago ✎ **3.**

☐ All Day Event (from 12 am - 11:59 pm)

Recurring Event: **SCHEDULE MULTIPLE EVENTS** ← Optional but powerful

EVENT IMAGE

4.

Choose a .jpg, .png, or .gif file under 4 MB in size.

Optional but beautiful → **CHOOSE IMAGE**

3. Enter your event's start date/time and end date/time *(required)*

- If your event spans over several days, please use the *Schedule Multiple Events* button rather than using an end date in the future (which would create one extra long event instead of an event per day)

- If your event repeats, even just once, at a later date, please use the *Schedule Multiple Events* button rather than creating separate events

4. Add an image for your event *(optional - but recommended)*

- Make your event more beautiful and compelling by adding an image
  - i.   Landscape image recommended
- The default houcalendar.com image will be used for events where no image is defined

EVENT CATEGORIES *(required)*   **5.**

Search from existing categories

VIRTUAL EVENT   **6.**

Click on the button below to flag an event as "virtual" or "hybrid".
Use the description or the Event Website URL field to enter a link to the event.

CONFIGURE VIRTUAL EVENT   ⬅   Ignore if not a virtual or hybrid event

5. Select one or multiple categories for your event *(required)*
   ○ This helps site visitors find your event

6. If your event is virtual or hybrid, click on the *Configure Virtual Event (optional)*
   ○ This will let Google know the nature of your event
   ○ It will also add a virtual or hybrid icon when your event is displayed
   ○ Simply add the URL of the Virtual Event in the *Event Website URL* at step 11
   ○ If your event is not virtual or hybrid, ignore this step.

EVENTS STATUS

Set status: Scheduled ▾

| Scheduled |
| Canceled |
| Postponed |
| Moved Online |

7.

VENUE DETAILS *(required)*

Venue: Find a Venue× ▾

8.

Not finding the venue you are looking for?
Please submit a new venue here: https://www.houcalendar.com/submit-a-new-venue/

7. By default your event is set to *Scheduled (optional)*
   ○ Most of the time, you can simply skip that section
   ○ But if anything changes after you submit the event, you can change its status to canceled, postponed, or moved online

8. Select the event's venue *(required)*
   ○ If you are not finding the venue you are looking for in the dropdown, submit a new venue: https://www.houcalendar.com/submit-a-new-venue/

DISTRICTS *(required)*

City of Houston District: None× ▾

Houston Cultural District: None× ▾

9.

Not sure what your districts are? Find out using the links below:

- City of Houston districts
- Houston Cuiltural districts

ORGANIZATION DETAILS *(required)*

10.

Organization: Find an Organization× ▾

Not finding your organization? Please submit it here: https://www.houcalendar.com/submit-a-new-organization/

9. Select the City and Cultural districts tied to your event *(required)*

   ○ If you are not sure what those are, use the links found below the dropdowns

10. Select your Organization *(required)*

   ○ If you are not finding your organization in the dropdown, submit it so that it can be added: https://www.houcalendar.com/submit-a-new-organization/

EVENT WEBSITE

11.

External Link: Enter URL for event information

EVENT COST

Cost:

12.

Leave blank to hide the field. Enter a 0 for events that are free.

11. If your event has a website, add it here *(optional)*

   ○ If your event is virtual or hybrid, at it's URL here

12. Enter your event's cost *(optional)*

   ○ Blank (no cost displayed), 0 (free), price (e.g.: 6), range (e.g.: 20-32)

EVENT ADMISSION

Event Admission Details

Admission Phone

13. Event admission details *(optional)*

    ○   Accessibility instructions, parking, etc..

14. Admission phone *(optional)*

Ticket URL

Ticket Email

Funded by the City of Houston?

By checking "Yes" I understand that this also fulfills one of the requirements for my HAA Grant Final Reporting. This will also display a Funded by the City of Houston Sticker on the single event page

No | Yes

15. Selling tickets to your event online? *(optional)*

    ○   Add the URL here

16. Answered yes to the previous question and want to provide an email contact? *(optional)*

    ○   Add the email address here

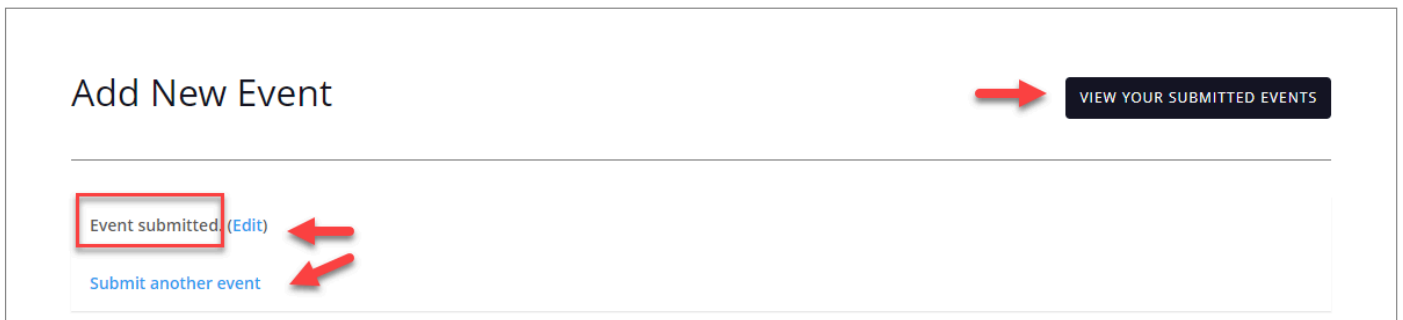17. Was your event funded by the City of Houston?

    ○   Click on the toggle to say *Yes*

Hit the *Submit Event* button, it's time!

If all required fields are accounted for, the form will be replaced by a confirmation message:
Event Submitted

- Before the event gets published, it needs to be approved by the HAA team (you will receive email confirmation)
- From this screen, you can edit the event you just submitted, view your submitted events, or submit a new event
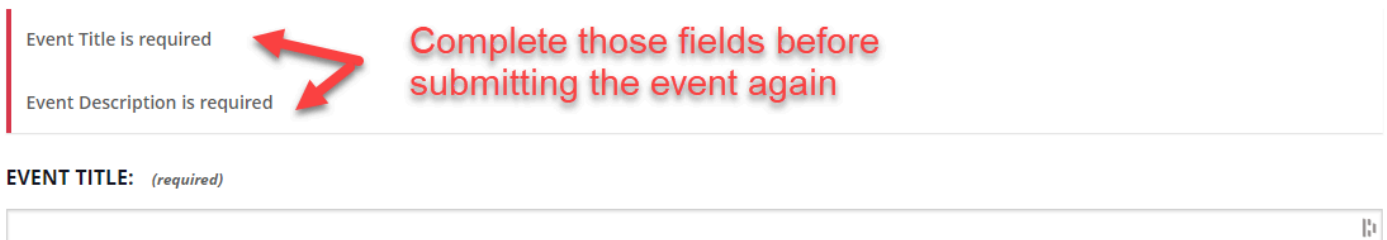

If you forgot to fill in any of the required fields, the form will not be submitted just yet

- You will be redirected to the top of the *Add New Event* form
- The list of required fields that need attention will be listed
  - You can resubmit the form after tackling those

Congratulations on creating your first event!

Click on the *View your submitted events* button to head back to the *My Events* page

Please allow 2 weeks for your event to be approved by the HAA team.

3- Managing My Events

- Tools for finding your events
  - Upcoming Events tab (with pagination)
  - Past Events tab (with pagination)
  - Search bar

- Checking on the status of your event
  - The *clock icon* means that your event is pending approval
    - When you first submit your event
    - Anytime you make a change to your event
  - The *checkmark icon* means that your event is published for all to see on the calendar

- Quick action links under the title of each submitted event
  - *View* your event: get a sense of what it will look like for site visitors
  - *Edit* your event: you can change the content of your submitted events at any time
    - Any change will need to be approved before it's reflected on the live site
  - *Delete* your event

- *Display Options*
  - Lets you decide which information you want to see on your *My Events* page
    - Publish Status
    - Organization
    - Venue
    - Category
    - Recurring
    - Start Date
    - End Date