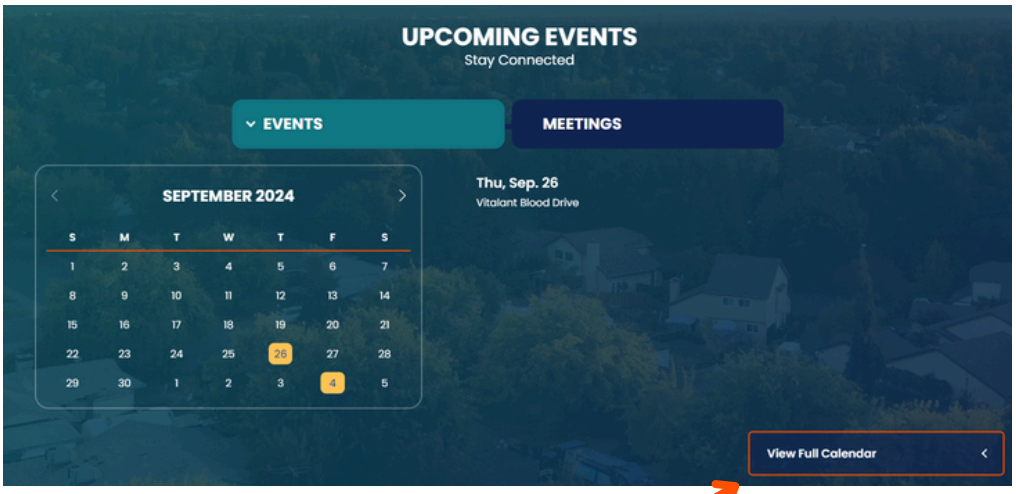
CONNECT
Citrus Heights

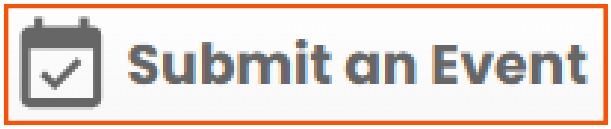
Adding to the Community Events Calendar

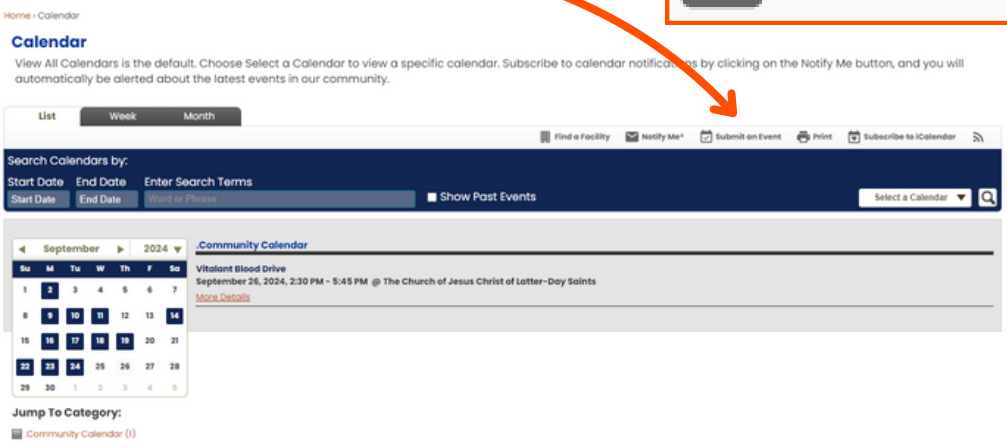
1. Scroll to the bottom of CitrusHeights.net until you see this calendar



2. Click on “View Full Calendar”

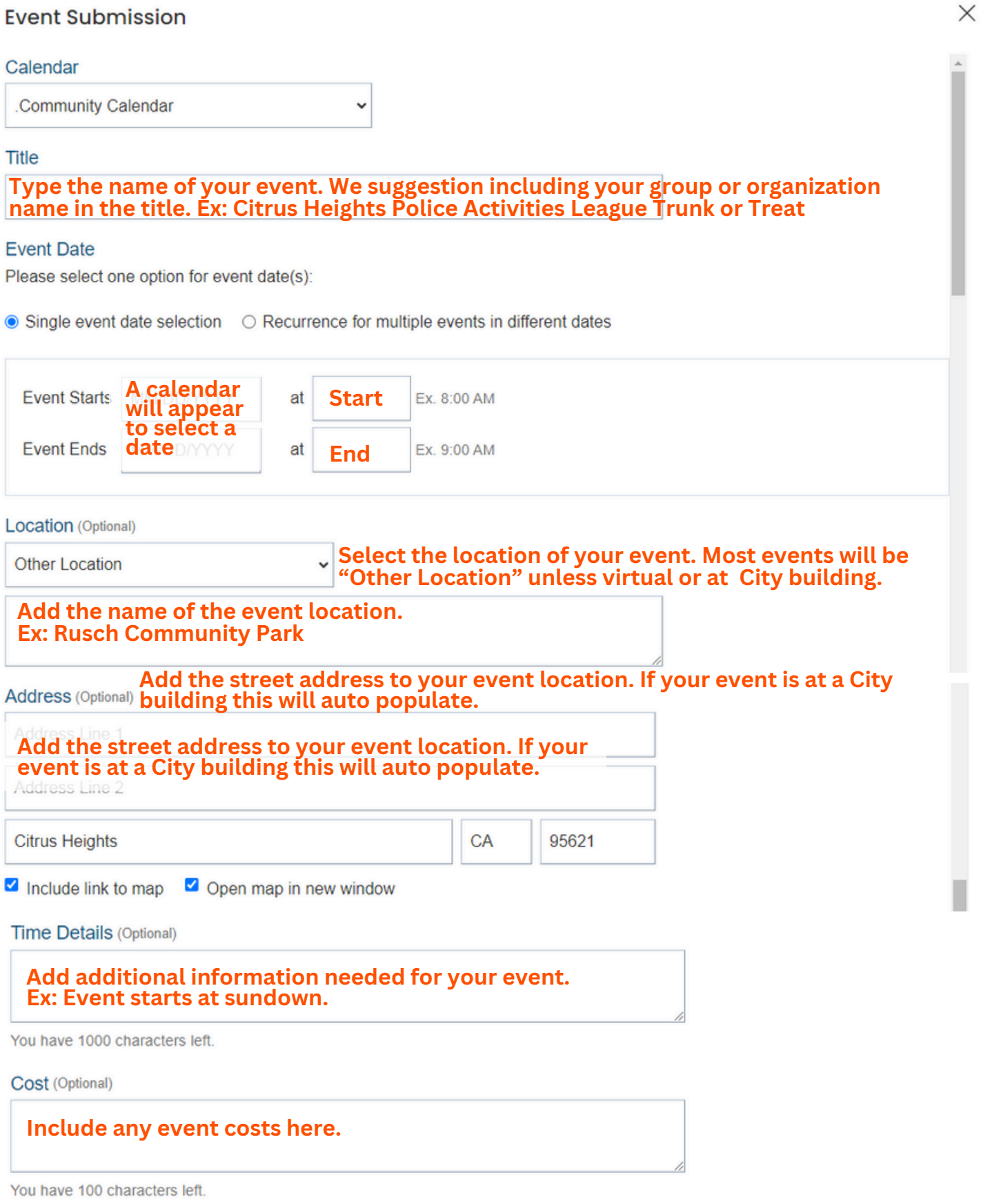
3. Click on “Submit an Event”





4. Ensure that the Calendar is selected as “.Community Calendar”. Events add to other calendars will not be approved.

5. Begin filling out the sections with your events information.



Description (Optional)

Add a short description for your event. It's suggested to put all event details and long text in the box below labeled "Details".

You have 1000 characters left.

Details (Optional)

Add all your event details here. You can add links and flyers here.

Drag this corner to create a bigger box to type.

Photo

Choose File No file chosen Upload an event photo, flyer or logo here.

Link (Optional)

Web Address: Link to your event or organizer page.

Display Text: Display text Ex: Click here to get tickets!

Prefix external links with http://

☐ Open in new window

☐ Link item, image, read on, RSS and notifications to this Web Address

] Don't need to click these.

Email (Optional)

Email Address: Add a contact email for your event if helpful.

Display Text: Display text Ex: Email Our Director for More Information!

Contact Phone (Optional)

Leave a phone number for viewers to call if you'd like!

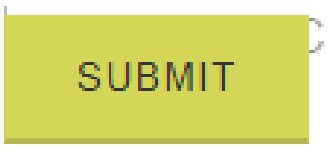
Related Calendars (Optional)

☐ Select All Do NOT click select all. Events will only be approved for our Community Calendar.

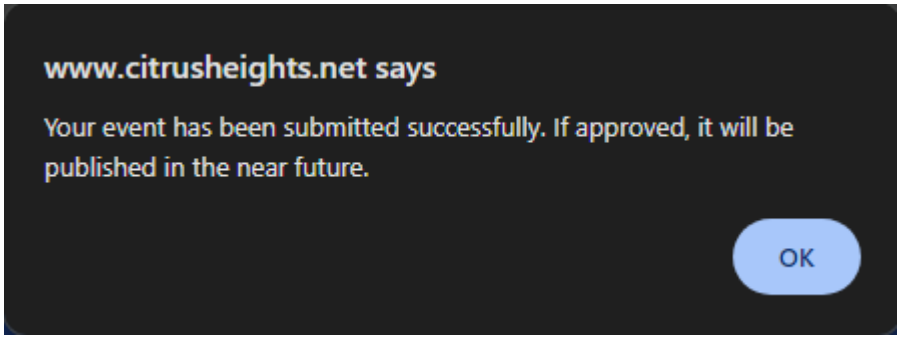
☐ Community Calendar
☐ City Council Meetings
☐ Citrus Heights Education Committee Meetings
☐ Community Center
☐ Police Department Events

SUBMIT CANCEL

6. Click "Submit"



7. You will receive a pop-up informing you that your event has been submitted and is waiting approval from City Staff. City Staff will approve your event and then it will be visible to the public on our Community Calendar.



8. Please note that once you have submitted an event you will not be able to go back and edit it. Please contact Marisa Brown, Communications Officer, at mbrown@citrusheights.net with edits you need.