

How to submit an event to www.delawaretoday.com's Web calendar:

1. Visit <http://www.delawaretoday.com>
2. Search for event in search bar; if it already exists, DO NOT submit a new event. (Errors in existing event? Submit a request for correction to JFinn@delawaretoday.com with "Web calendar correction" in the subject line.)
3. If the event is NOT already on the calendar, select the "Calendar" tab (<http://www.delawaretoday.com/calendar>)
4. Select "Submit an Event" on event calendar page
5. Sign in to your (free) account on www.delawaretoday.com
 - a. **If you do not have an account:**
 - i. Select "Create a new account" and follow the prompts (please store your email and password in a safe place)
6. Once logged in, fill out ALL information in the appropriate spaces in the form. Please include:
 - a. **Name** of event (title of listing)
 - b. **Category:** If event includes more than one category, select these by pressing the "command" key as you click on the category. To deselect a category, press "command" again as you click on the category
 - c. **Description:** please enter a brief description about the event. Times, dates, costs, and contact information belong elsewhere (see below)
 - d. **Cost:** cost of entry to event
 - e. **Image:** upload an image, if applicable (preferably 72 dpi)
 - f. **Date/Time:** select date and time of event
 - i. **IMPORTANT:** if your event occurs over more than one day, select "recurring." All events that recur sporadically should be submitted as separate events (i.e. a concert on Jan. 15-16 and May 2-11 should be marked as two separate recurring entries)
 - ii. if your event occurs at sporadic times (i.e. Fri. 8 p.m., Sat. 8 & 2 p.m., Sun. 2 p.m.), please submit all as one event, with the timeline in the description
 - g. **Location:** include zip code. For multiple locations, always submit as separate events
 - h. **Contact:** enter the event's contact info only; NEVER your personal information. This is for our readers and will be made public
7. To **save** the event to the queue, select "Save"
 - a. To **save an event and add another**, select "Save/Add New"
 - b. To **cancel** the event, select "Cancel." Event will not be saved
 - c. To **delete** the event, select "Delete." Event will be deleted
8. **Congratulations!** Your submission has been added to the queue for editing and approval. If approved, it will be published within **one week of the event date**. **NEVER RE-SUBMIT YOUR EVENT**, as it will clog our queue. **Please repeat these steps for all new events.**