

Toronto Events Calendar User Guide

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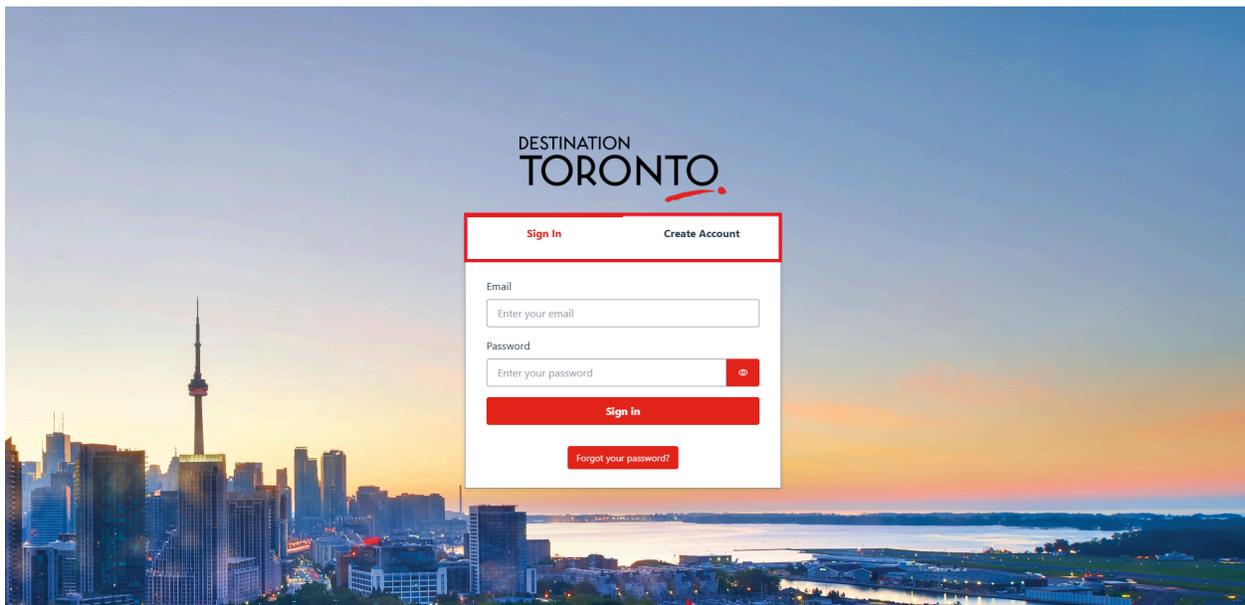
[Publication](#)

Getting Started with the Toronto Events Calendar

1. Go to <https://www.destinationtoronto.com/events/submit/>
2. Scroll down and click the **Submit an Event** button:

SUBMIT AN EVENT

3. Click **Create Account** if it's your first time entering the Toronto Events Calendar. Otherwise, select **Sign In** and log in with your credentials.



How to Navigate the Homepage

Once you log in to the Toronto Events Calendar, you'll land on the homepage, which is organized into five main sections:

1. **Filter:** The filter button is a handy tool for facilitating the search for an event. You can filter your events by keyword, date, status, category, and venue.
2. **Current and upcoming events:** This is the central part of the homepage, containing the list of all the current and upcoming events.
3. **Past events:** This is the section where you can browse all the past events.
4. **Drafts:** This is the section where you can save your events as a draft.
5. **Deleted Events:** This is the section that shows the events you have deleted. They will automatically disappear from this view after 30 days.



Creating Your Event and Adding Event Details

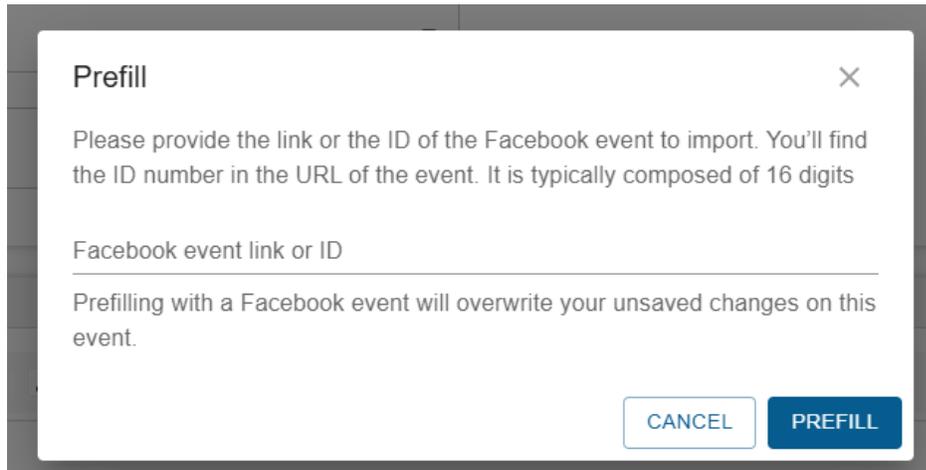
1. Log in to your account.
2. Click **Create New Event** in the top-right corner of the homepage.



Prefill your event using a Facebook Event Link or ID (Optional):

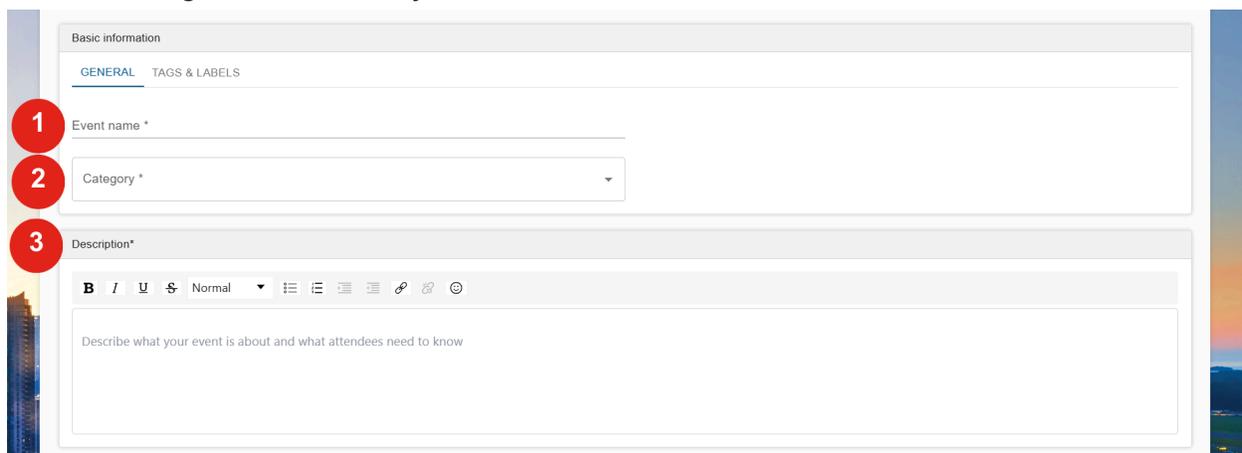
To save time, you can import basic details by entering your Facebook Event link or ID. This will automatically populate fields such as the event name, description, and date/time.

Please Note: You can review and edit the imported details before submitting.



Manually enter your event information:

1. **Event Name:** Enter the name of your event in the **Event name** field.
2. **Category:** Choose at least one category that best fits your event.
Please Note: You may select up to six categories, so choose those that most accurately apply. Our team will review all submissions and finalize category selections.
3. **Description:** Write a clear and compelling event description to help attendees understand what your event is about and what they can expect.
Tip: The event description you enter will be searchable on the Toronto Events Calendar. Include keywords and phrases that your audience might use when looking for events like yours.



Pictures & Videos

Adding an Image

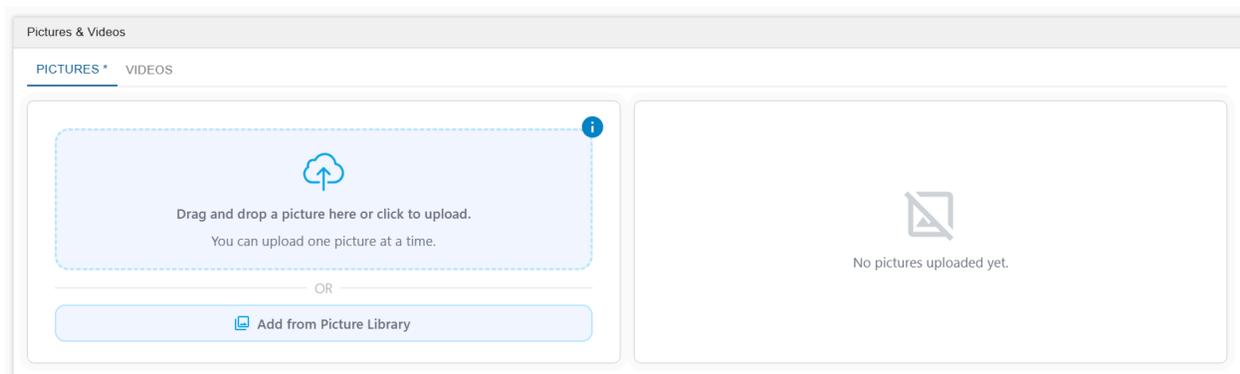
Including images in your event listing helps boost visibility and audience engagement, so we recommend uploading at least one photo. To do so, you have two options:

- Upload your own image
- Select an image from the Picture Library

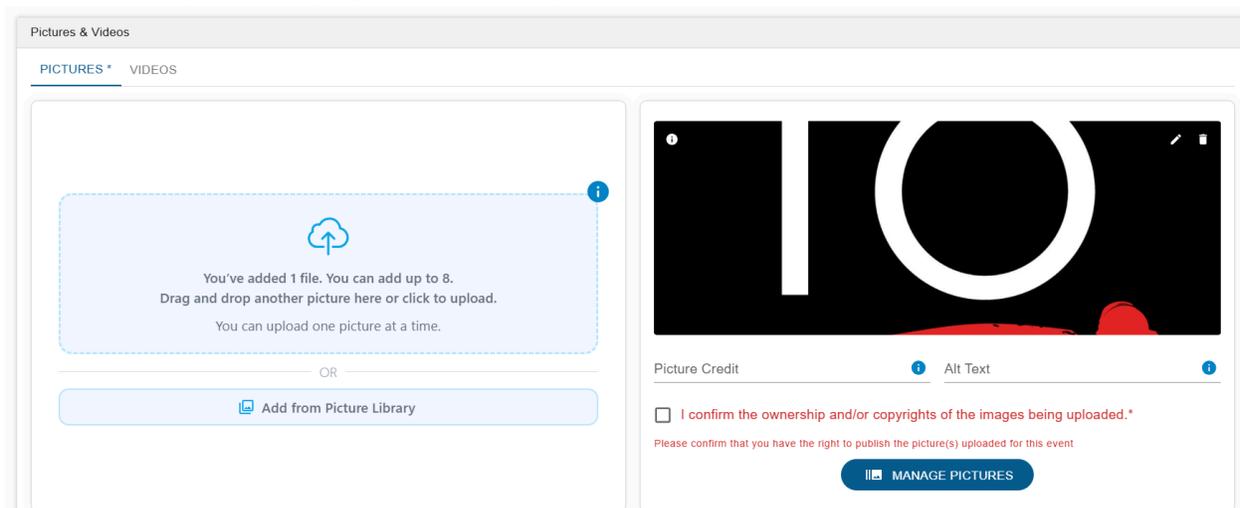
Upload Your Own Image(s)

1. Click to upload or drag your image into the upload area.

Please Note: You must submit a high-resolution photo (For best results, use horizontal pictures. Maximum size is 10 MB (10,000 KB). Preferred image size is 1200px wide and 500px tall.). You can add up to eight (8) uploaded images per event.



2. Ensure that you have the right to publish the picture(s) uploaded for this event by clicking the copyright acknowledgement.

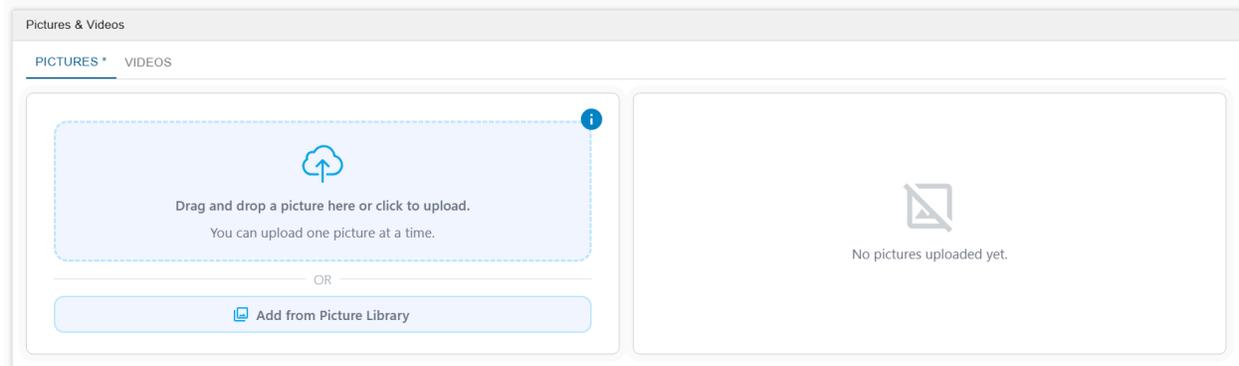


- The first image you upload becomes your featured image and all uploaded images will appear in a slideshow.

- To reorder or remove images, click **Manage Pictures**
- You can include photographer credit in the **Picture Credit** field and add **Alt Text** for accessibility.

Add From Picture Library

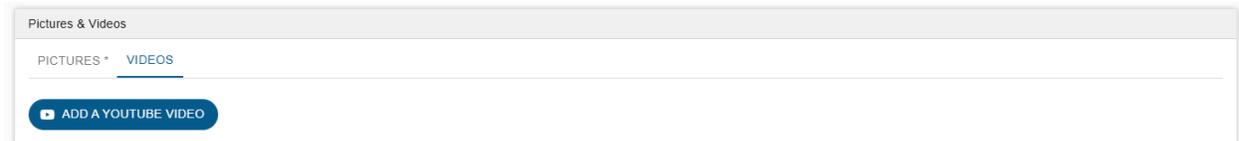
1. Click **Add from Picture Library** and select a picture you want to include.
Tip: You can search for an image in the Picture Library using keywords.
Please note: This option only allows ONE picture to be selected.



Adding a YouTube Video

You can add a YouTube video for display on your event listing:

1. Select the **Videos** tab
2. Click **Add A YouTube Video**



3. Paste the URL in the field and then click **Add a Youtube Video**.

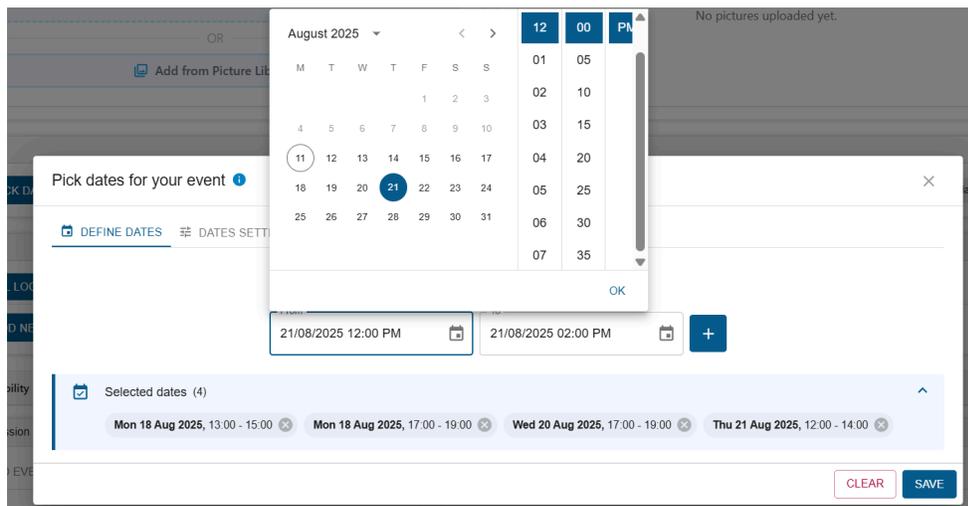
Adding Dates and Times to Your Event

Whether your event happens once, runs over multiple days, or repeats on a schedule, you can define it easily in this section. Follow the steps below to match your event format:

1. Click the **Pick dates for your event** button to open the calendar window. This will default to the **Define Dates** tab. You can add manual or recurring dates and also combine both options:
 - **Manual dates** - Manually select specific start and end times for each date of your event
 - **Recurring schedule** - Automatically generate dates based on a range, selected days and times.

Manual Dates

1. Use the **From** and **To** date fields to set the start and end times for each date of your event.
2. Click the plus (+) button to add the selected date(s) to the list.
Tip: You can add as many individual dates as needed.



3. Select **Save** to save your date selection.

Recurring Schedule

Select this option if your event happens on more than one date within a specified date range.

This may include:

- Daily, weekly, or monthly repeats (e.g., every Saturday)
- Multiple dates that are not consecutive but fall within the event's overall time frame

You'll be able to set both:

- The overall date range your event covers (start and end date)
- The specific recurrence pattern (e.g., every Thursday, the first Monday of each month, or custom-selected dates)

1. Set the Date Range

- Recurrence begins - Select the start date
- Recurrence ends - Select the end date

Your event will recur within this range on the days you select.

Pick dates for your event

DEFINE DATES DATES SETTINGS

Manual dates Recurring schedule

Recurrence begins 11/08/2025 Recurrence ends 12/08/2025

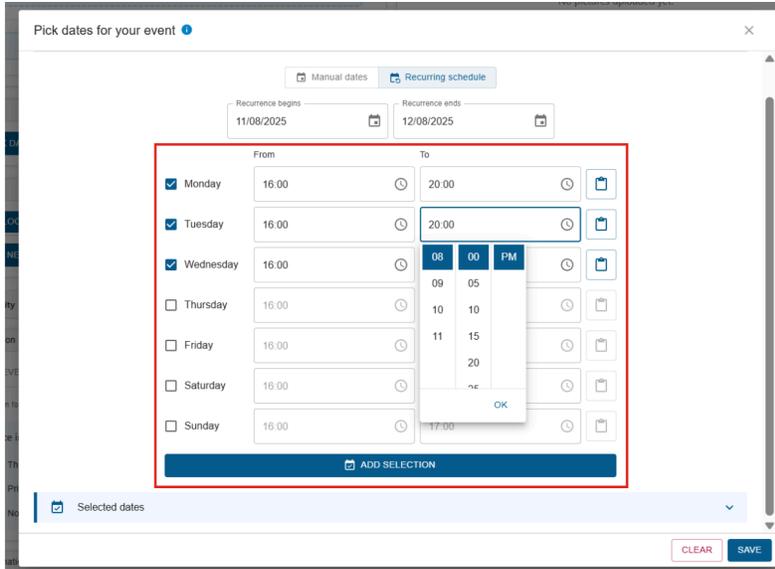
	From	To	
<input type="checkbox"/> Monday	16:00	17:00	<input type="checkbox"/>
<input type="checkbox"/> Tuesday	16:00	17:00	<input type="checkbox"/>
<input type="checkbox"/> Wednesday	16:00	17:00	<input type="checkbox"/>
<input type="checkbox"/> Thursday	16:00	17:00	<input type="checkbox"/>
<input type="checkbox"/> Friday	16:00	17:00	<input type="checkbox"/>
<input type="checkbox"/> Saturday	16:00	17:00	<input type="checkbox"/>
<input type="checkbox"/> Sunday	16:00	17:00	<input type="checkbox"/>

CLEAR SAVE

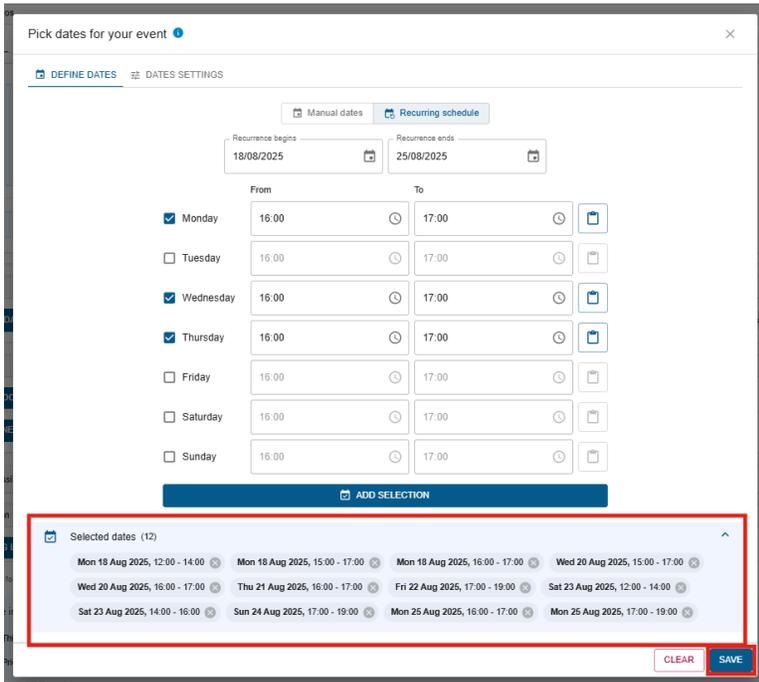
2. Choose the Day(s) of the Week and Applicable Times

- Check the box next to each day of the week you want your event to occur on.
- For each selected day:
 - Set the start time in the **From** field.
 - Set the end time in the **To** field.

- After entering your days and times:
 - Click the **Add Selection** button to apply the schedule.
 - You'll see your selections appear in the **Selected dates** section below.



3. Scroll down to the **Selected dates** section to view all added dates. You can edit or delete individual entries if needed.
4. Save Your Dates
 - Click **Save** once you're done. You can return and edit this section anytime before publishing.



Dates Settings (Optional)

In the event that you want to hide time details you can do so here.

- If you prefer to hide the event start or end time, the selected time will still be saved but will not appear on the event listing.



Pick dates for your event ⓘ

📅 DEFINE DATES **⚙️ DATES SETTINGS**

Do not specify time

Hide start time ⓘ Hide end time ⓘ

CLEAR SAVE

Adding an Event Location

Physical Location

1. Click **Add New Location**

a. If the Location Exists on Google Maps

- i. Begin typing the location's name in the search bar.
- ii. Select the correct result from the dropdown list that appears.
- iii. Once selected, the **Venue** and **Address** fields will automatically populate with information from Google Maps.
- iv. Use the **Venue Accessibility/Special Instructions** field to include any additional details attendees may need, such as venue accessibility or specific address information.
- v. If there are multiple locations, use **Add New Location** and repeat the steps above.

Venue *

PHYSICAL LOCATION ✓ ONLINE HYBRID

ADD NEW LOCATION

This screenshot shows the initial state of the venue selection interface. It features a header with 'Venue *', a tabbed interface with 'PHYSICAL LOCATION' selected, and a prominent 'ADD NEW LOCATION' button.

Venue *

PHYSICAL LOCATION ✓ ONLINE HYBRID

Find a location

Queen's Quay T

- Queen's Quay Terminal
Queens Quay West, Toronto, ON, Canada
- Toronto Music Garden
Queens Quay West, Toronto, ON, Canada
- Queens Quay West
Toronto, ON, Canada
- Queen's Quay Residences
Queens Quay West, Toronto, ON, Canada
- Tiki Taxi | Toronto's Premier Water Taxi Experience
Queens Quay West, Toronto, ON, Canada

This screenshot shows the search and map interface. A search bar contains 'Queen's Quay T', and a dropdown list displays several location suggestions. To the right, a map shows the location of Queen's Quay Terminal in Toronto.

Venue *

PHYSICAL LOCATION ✓ ONLINE HYBRID

Venue

Queen's Quay Terminal

Address •

207 Queens Quay W Suite 141, Toronto, ON M5J 1A7, Canada

Venue Accessibility •

Paid parking available. Enter building via the west side entrance.

If your event takes place at multiple locations, please list them all below.

ADD NEW LOCATION

This screenshot shows the venue details and map interface. The venue name 'Queen's Quay Terminal' and address '207 Queens Quay W Suite 141, Toronto, ON M5J 1A7, Canada' are populated. The 'Venue Accessibility' field contains 'Paid parking available. Enter building via the west side entrance.' A map on the right shows the location of the venue.

b. If the Location Does Not Exist on Google Maps

Tip: This is common for events happening across various locations or citywide.

i. In the search bar, type “Toronto, ON” and select it from the results dropdown.

ii. The **Venue** and **Address** fields will automatically populate with “Toronto” and “Toronto ON”

Note: This location information will be hidden on the public version of your event. Visitors will simply see “Toronto, ON” as the event location.

iii. In the **Additional Information** field, enter a label such as:

1. Citywide
2. Secret Location/Location revealed upon ticket purchase
3. Or a short description that fits your event’s nature (e.g., “Tour begins outside the museum's main entrance”).

Venue *

PHYSICAL LOCATION ✓ ONLINE HYBRID

Find a location

Toronto

- Toronto
ON, Canada
- Toronto Pearson International Airport (YYZ)
Silver Dart Drive, Mississauga, ON, Canada
- Toronto Premium Outlets
Steeles Avenue, Halton Hills, ON, Canada
- Toronto Zoo
Meadowvale Road, Scarborough, ON, Canada
- Toronto Islands
St Lawrence-East Bayfront-The Islands, ON, Canada

Map view showing Toronto, ON, Canada.

Venue *

PHYSICAL LOCATION ✓ ONLINE HYBRID

Venue
Toronto

Address •
Toronto, ON, Canada

Venue Accessibility •
Event takes place at participating restaurants across the city

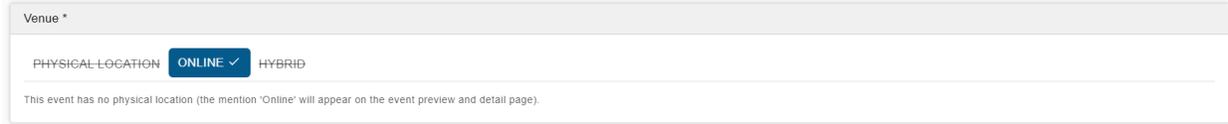
If your event takes place at multiple locations, please list them all below.

ADD NEW LOCATION

Map view showing Toronto, ON, Canada.

Online

1. If your event takes place exclusively online, select the **Online** tab.
 - a. Since there is no physical location, the word “Online” will appear on the event listing.



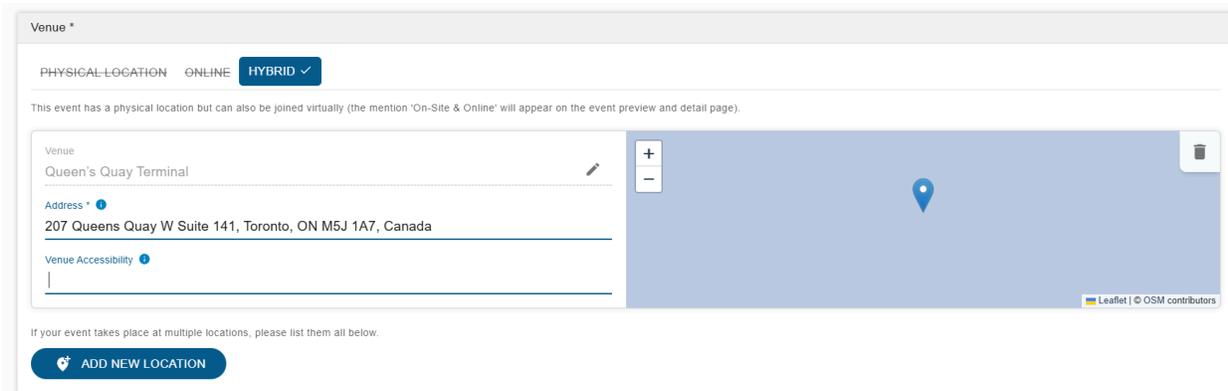
Venue *

PHYSICAL LOCATION **ONLINE** ✓ HYBRID

This event has no physical location (the mention 'Online' will appear on the event preview and detail page).

Hybrid

1. If your event has a physical location but can also be joined virtually, select the **Hybrid** tab.
 - a. Enter the address of the [physical location](#)
 - b. The physical address will display on the event listing along with the words “On-site & Online”.



Venue *

PHYSICAL LOCATION ONLINE **HYBRID** ✓

This event has a physical location but can also be joined virtually (the mention 'On-Site & Online' will appear on the event preview and detail page).

Venue
Queen's Quay Terminal

Address *
207 Queens Quay W Suite 141, Toronto, ON M5J 1A7, Canada

Venue Accessibility

If your event takes place at multiple locations, please list them all below.

ADD NEW LOCATION

Event Accessibility

Providing accessible performances makes the event more meaningful for people of all abilities.

1. If your event includes any accessibility features, such as Audio Description, Closed Captions, Gender-Neutral Washrooms, Relaxed Performance, or Sign Language Interpretation, simply toggle the button next to the applicable option(s). This will appear on the event listing.
2. You can also use the dropdown menu to specify whether the feature applies to all event dates or only to a specific date.



Accessibility

AD Audio Description | **CC** Closed Captions | **GNW** Gender Neutral Washrooms | **RP** Relaxed Performance | **SL** Sign Language | **WC** Wheelchair Accessible

Same for all dates

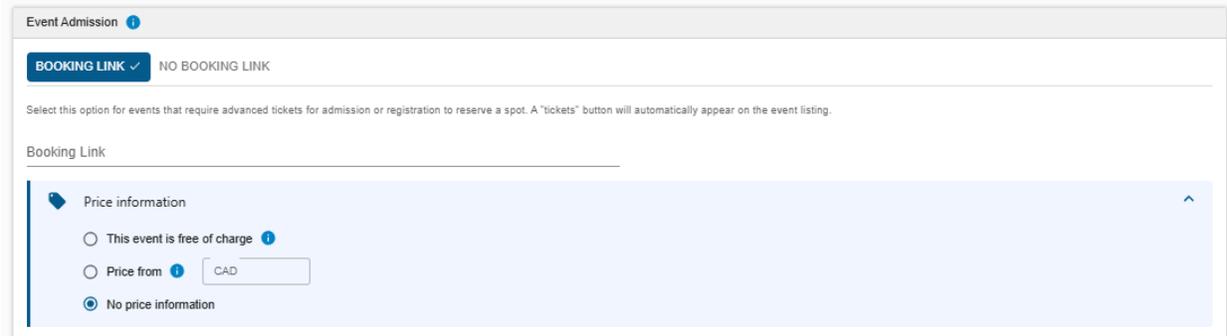
AD **CC** **GNW** **RP** **SL** **WC**

Event Admission

Booking Link

Select this option for events that require advanced tickets for admission or registration to reserve a spot. A "tickets" button will automatically appear on the event listing.

1. Booking Link - Add the URL where attendees can purchase tickets or register to reserve a spot.



The screenshot shows a form titled "Event Admission" with a blue information icon. At the top, there are two radio buttons: "BOOKING LINK" (which is selected and highlighted in blue) and "NO BOOKING LINK". Below this, a small text line reads: "Select this option for events that require advanced tickets for admission or registration to reserve a spot. A 'tickets' button will automatically appear on the event listing." Underneath is a section labeled "Booking Link" with a horizontal line for input. Below that is a "Price information" section with three radio button options: "This event is free of charge" (unselected), "Price from" (unselected) with a "CAD" input field, and "No price information" (selected).

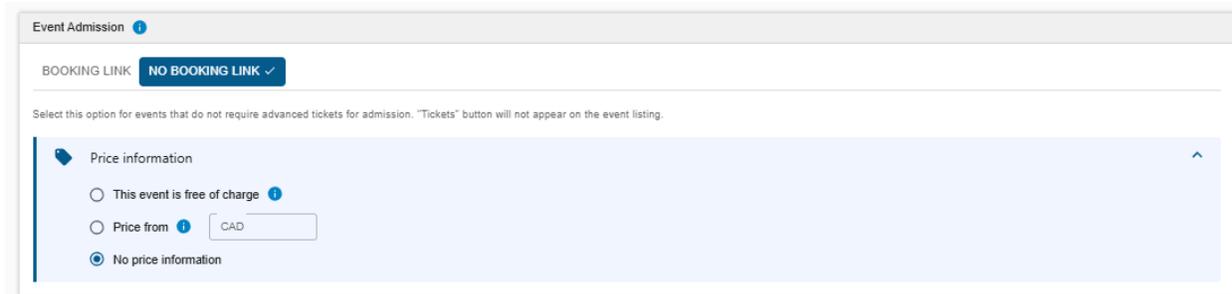
2. Price Information

Choose one of the following options that best applies to your event:

- **This event is free of charge**
Select this option if there is no cost to attend, however tickets or registration are required.
- **Price from**
Select this option if tickets are required and prices start at a specific amount.
Tip: Enter the lowest available ticket price.
- **No price information**
Select this option if you don't want to display any pricing details, or if pricing hasn't been finalized yet.

No Booking Link

Select this option for events that do not require advanced tickets for admission. "Tickets" button will not appear on the event listing.



The screenshot shows the 'Event Admission' settings panel. At the top, there are two radio buttons: 'BOOKING LINK' and 'NO BOOKING LINK'. The 'NO BOOKING LINK' option is selected and highlighted with a blue checkmark. Below this, there is a descriptive text: 'Select this option for events that do not require advanced tickets for admission. "Tickets" button will not appear on the event listing.' Underneath, there is a section titled 'Price information' with three radio button options: 'This event is free of charge', 'Price from' (with a 'CAD' input field), and 'No price information'. The 'No price information' option is selected.

1. Price Information

- **This event is free of charge**

Select this option if there is no cost to attend, and no tickets or registration are required.

- **Price from**

Select this option if your event has an entry cost but does not require tickets in advance (e.g., pay at the door).

Tip: Enter the minimum amount attendees should expect to pay.

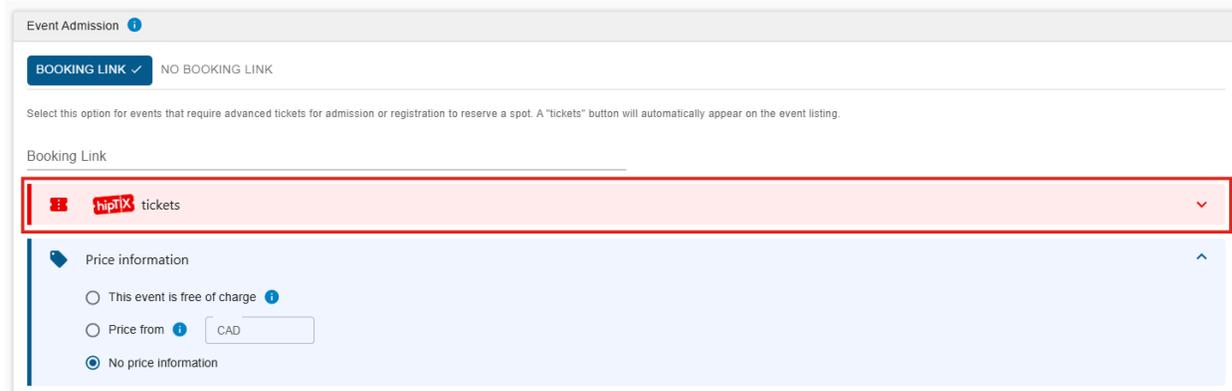
- **No price information**

Select this option if you don't want to display any pricing details, or if pricing hasn't been finalized yet.

hipTIX (TAPA Members Only)

If you are a member of the **Toronto Alliance for Performing Arts** you will see an additional feature under Booking Link. This is where you can allocate hipTIX to your performance(s).

1. Enter the URL for general admission in the Booking Link field.
2. Click the hipTIX banner to expand.



The screenshot shows the 'Event Admission' settings panel. At the top, there are two radio buttons: 'BOOKING LINK' and 'NO BOOKING LINK'. The 'BOOKING LINK' option is selected and highlighted with a blue checkmark. Below this, there is a descriptive text: 'Select this option for events that require advanced tickets for admission or registration to reserve a spot. A "tickets" button will automatically appear on the event listing.' Underneath, there is a section titled 'Booking Link' with a text input field. Below the input field, there is a red banner with the text 'hipTIX tickets' and a dropdown arrow. Below the banner, there is a section titled 'Price information' with three radio button options: 'This event is free of charge', 'Price from' (with a 'CAD' input field), and 'No price information'. The 'No price information' option is selected.

3. Toggle the button to **include hipTIX tickets** and select the edit icon under **Create**.

Event Admission ⓘ

BOOKING LINK ✓ NO BOOKING LINK

Select this option for events that require advanced tickets for admission or registration to reserve a spot. A "tickets" button will automatically appear on the event listing.

Booking Link

hipTIX tickets

TAPA members are encouraged to allocate hipTIX student discount tickets here, which will then be sold directly on this platform... [See more](#)

Include hipTIX tickets

Create



Price information

This event is free of charge ⓘ

Price from ⓘ CAD

No price information

4. Use the dropdown menu under **Eligible Dates** to select the dates you would like to allocate hipTIX to.

5. Select the dates and enter the number of hipTIX tickets per date.

You can apply the same allocation to all dates or set different amounts for individual dates.

Create your **hipTIX** tickets

TICKETS POLICY ADDITIONAL SETTINGS ⓘ FAQ

ⓘ Payments will be collected by TAPA and remittance to TAPA members will occur monthly via direct deposit.

hipTIX tickets

Available tickets *

Ticket label Price incl. HST

Eligible Dates *

Number of available tickets Max tickets per date

[PREVIEW EXAMPLE OF TICKET PDF](#)

Preview ⓘ

No dates are currently available for this event. They may all be in the past or fully booked. If you've just updated your event, try refreshing this preview.

Reveal & test preview ↻

SAVE

6. Click **Save** to save your hipTIX submission.

Information you can view in this section:

- i. Policy – View reservation deadlines and data consent details.
- ii. Additional Settings – Preview the information included in the confirmation email.
- iii. FAQ – Read common questions and answers about hipTIX for event producers.
- iv. Preview – See an example of a ticket PDF.

Create your **hipTIX** tickets

TICKETS POLICY **ADDITIONAL SETTINGS** FAQ

Payments will be collected by TAPA and remittance to TAPA members will occur monthly via direct deposit.

hipTIX tickets

Available tickets *

Ticket label: hipTIX Price incl. HST: CAD 10

Eligible Dates *: All dates

Number of available tickets: Limited (same for all dates) Max tickets per date: 1

[PREVIEW EXAMPLE OF TICKET PDF](#)

Preview

No dates are currently available for this event. They may all be in the past or fully booked. If you've just updated your event, try refreshing this preview.

Reveal & test preview

SAVE

IMPORTANT! Please ensure that your payment information has been submitted to ensure timely payment processing. If you have not done so, you will see the following reminder pop up on your screen. Select Fill Form to complete this information. You can also locate this form in your user profile.

Action Required FILL FORM

Please complete your TAPA payment information to ensure timely payment processing.

Contact information for host company/organization

Host Organization Information (Optional)

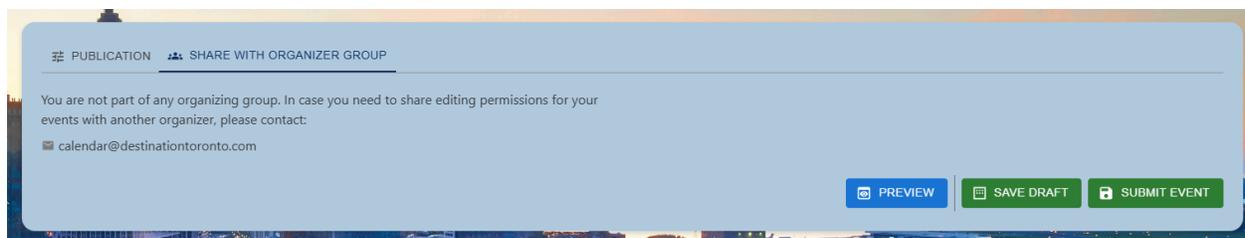
If your event is being organized or hosted by a company, institution, or group, you may provide the details below. This information will appear publicly and help attendees know who is behind the event.

- **Host Organizer Name**
Enter the full name of the organization, individual, or group hosting the event.
- **Phone Number**
Provide a contact phone number for the host organization.
This information will appear publicly on the event listing
- **Email**
Add an email address for the organization, in case attendees need to get in touch.
This information will appear publicly on the event listing
- **Website**
Include the organization's website for additional information about their work or other events they may be hosting.
- **Social Media**
Click **Add Social Media** to link the organization's official social media profiles (e.g., Facebook, Instagram, LinkedIn, Twitter/X). This helps boost engagement and gives attendees more ways to connect with your organization.

Share with Organizer Group (Optional)

If you belong to an existing organizing group, you can share your event with other group members, allowing them to edit (i.e. employees of the same organization or public relations firm).

If you are not part of an organizing group but would like to be, please contact calendar@destinationtoronto.com.



Publication

1. Review all event details to ensure accuracy.
2. Select your preferred publishing date and time.
3. Use the **Preview** option to see how your event will appear to the public.
4. If you're not ready to publish, choose **Save Draft** to continue editing later.
5. When ready, click **Submit** to send your event for review and approval.

After submission: Your event will be reviewed by our team. Once approved, it will be published on the Toronto Events Calendar and, where applicable, shared to relevant syndicated partner calendars.

If you are a Destination Toronto member, your event will go straight to publication.

