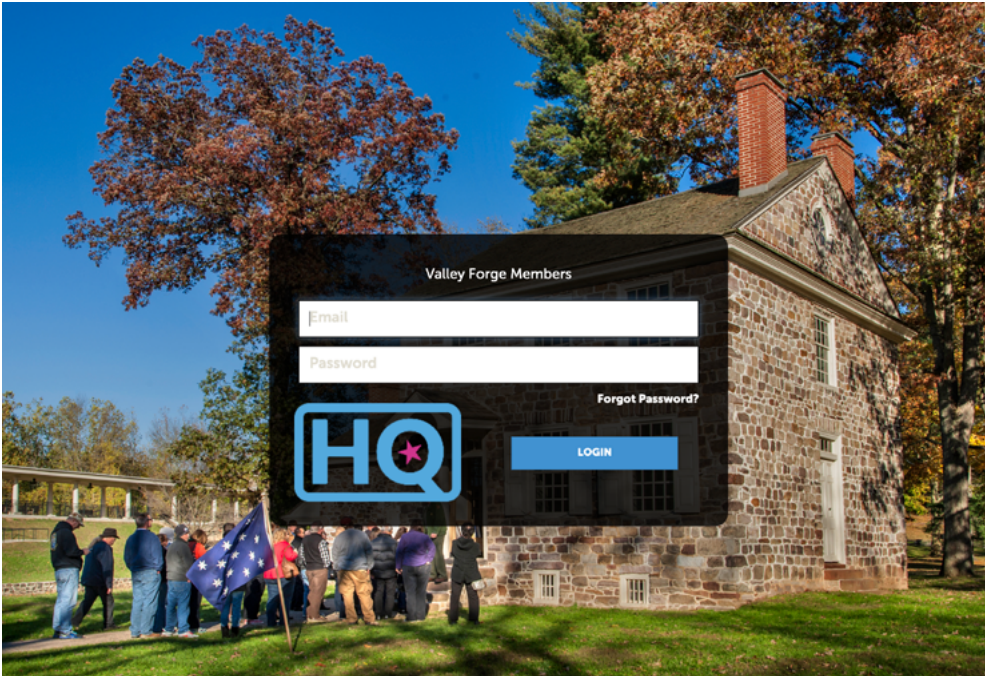




HOW TO

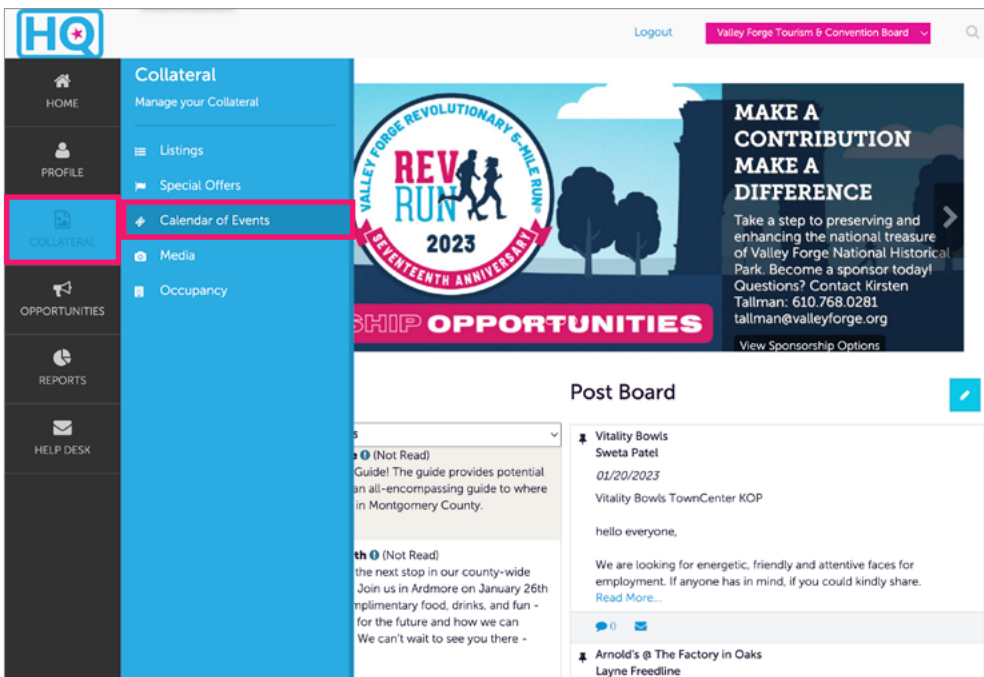
Adding an Event

1. Log into HQ at valleyforge.org/hq



- Bookmark this page for easy access! For assistance with accessing your login information please email cramer@valleyforge.org.

2. Once on the home page, **click Collateral** then **Calendar of Events**





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Adding an Event

3. Select **Add Event**

4. Complete **Event Information**

- Be sure to complete all fields, being as detailed as possible.
- Select up to 3 categories that best describe your event.



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Adding an Event

5. Complete **Event Location**

SAVE
CANCEL

Sections:
Event Information
Event Location
Event Dates
Image Gallery
Media Release
Acknowledgment

Event Location

Venue Listing: Valley Forge Tourism & Convention Board (

Address 1:

Address 2:

City: Montgomery County

State/Province: PA

Zip/Postal Code:

Location: Valley Forge Tourism & Convention Board

Event Dates

Start Date: Required

Times:

Start Time:

End Time:

6. Complete **Event Dates**

SAVE
CANCEL

Sections:
Event Information
Event Location
Event Dates
Image Gallery
Media Release
Acknowledgment

Event Dates

Start Date: Required

Times:

Start Time:

End Time:

One Day **Daily** Weekly Monthly Yearly Custom

Daily Recurrence Options

☒ Every 1 Days

☐ Every Weekday

Recurrence End

☒ No End Date

☐ End after occurrences

☐ End on

- This section can be highly customized. Single day events, weekend long events, etc. can all be entered in from a single event submission. If entering a reoccurring event, please be sure to set an end date.



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Adding an Event

7. Add an image and hit **SAVE**

The screenshot shows a web form for adding an event. On the left is a sidebar with a 'SAVE' button highlighted in blue and a 'CANCEL' button in grey. Below these are links for 'Event Information', 'Event Location', 'Event Dates', 'Image Gallery', 'Media Release', and 'Acknowledgment'. The main form area has a 'Recurrence' section with a green bar set to 'Every 1 Days' and 'Every Weekday'. Below this is a 'Recurrence End' section with a green bar set to 'No End Date', and fields for 'End after' (1 occurrence) and 'End on'. At the bottom is an 'Image Gallery' section with a large dashed box containing the text 'Drag and Drop Files here' and 'or use the "Browse" button below to find a file to add', with a blue 'BROWSE' button underneath.

- Uploaded image should be no bigger than 501 x 334 pixels. This is the optimal size for images displayed on the website. If larger or smaller, the image may not show correctly.

8. All submitted events must be approved by a VFTCB team member. Once approved, please allow up to 1 hour for your event to appear live on the website.

For help, contact:

Aja Cramer

Membership Sales Manager
cramer@valleyforge.org

Tyler Gebhard

Events and Services Coordinator
gebhard@valleyforge.org