Chester County Tourism Events Calendar for 250 partner events
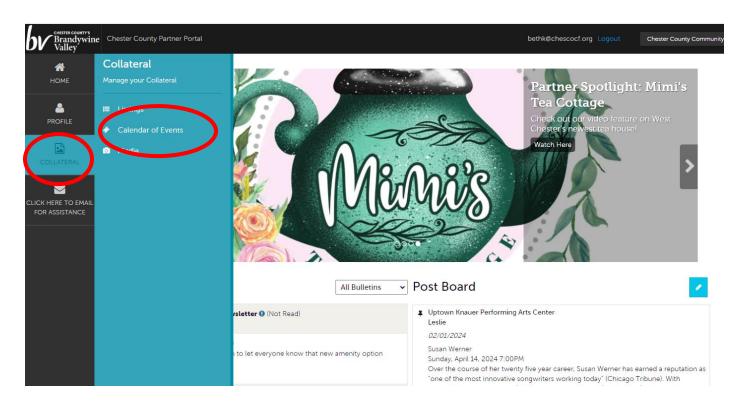
Website -https://chestercountypa.extranet.simpleviewcrm.com/login/#/login

username - bethk@chescocf.org

Password - Chesco250

Instructions to add events:

- Click on collateral → and then click on calendar of events

- Click the button that reads "add event".
- Add as many details as you can. You must fill in all the required fields with red asterisks. This includes **title, description, rank (one-time vs. ongoing event), event date, and a photo/graphic**. Category is required and you **MUST select "Chesco 250 community"**. Make sure you add your organization's name under Host Organization.
- When you are done, hit save. After that you can edit your event to make changes, add another event or return if you are done.

If you prefer for CC250 to enter your events onto the calendar, send the following information to cc250@chescocf.org by email with the subject line "250 partner event". Include each of the following fields:

- Event Title

- Admission price

- Description of event (100 words or less)

- Is your event one-time or ongoing? If ongoing, is it daily, weekly, etc.?

- Event contact information for questions/more info: email, website, & phone number

- The host organization's name

- Event location (including venue name, street address, city, & zip code)

- Start date & end date, if applicable

- Start & end times

- A photo or graphic that represents your event