

## EVENT SUBMISSION GUIDE

### Chester County America 250 PA

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This guide will walk you through submitting your event to the Chester County America 250 PA online calendar. Submissions help us highlight events happening throughout the county as we prepare for the 250th anniversary of the nation's founding.

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#### Step 1: Go to the Event Submission Page

Access the submission form:

- Website: <https://america250chesco.org/> (click "Submit an Event")
- Direct link:  
<https://tockify.com/tkf2/submitEvent/0f2a7ce4426d4ffa98a037b26945d5f9>

#### Step 2: Fill in Your Personal Information

- Your Name: Enter the contact name for this submission.
- Your Contact Email: Provide your email address so the calendar owner can reach you.
- Private Notes (optional): Notes for the calendar owner (not shown publicly).

#### Step 3: Enter Event Details

- Event Title: Provide the official name of your event.
- Event Website Link (optional): Add the direct link to registration, RSVP, or the event page.
- Keywords/Tags: Add tags to make your event easier to find. You can enter up to four of the standard tags. To add beyond the four, list them in Private Notes for our administrator to enter.
- Event Image: Upload a promotional image, flyer, or logo. Make sure you have permission to use it. Image Alt Text: Provide a description for accessibility.

#### **Important:**

- *An image is required with each event submission.*

#### Step 4: Set the Event Date and Time

- From / To: Choose the start and end date and time.
- All Day: Check if your event runs all day.
- Timezone: Default is America/New\_York.

### **Step 5: Add the Event Description**

- Write a clear summary of what attendees can expect.
- Use headings (H1, H2) to structure longer descriptions.

#### ***Important:***

- *If you are seeking volunteers, please include your volunteer call in the description box along with a direct link to your signup page or website and/or with contact information.*
- *If there is an RSVP or registration page for the event, include the link to the organizer's website or event page in the description so attendees can easily register or RSVP and/or with contact information.*

### **Step 6: Enter the Event Location**

- Event Location Type: Select in-person or virtual.
- Location Name: Venue name, room, or building.
- Street Address: Full address for in-person events.
- Directions (optional): Provide helpful directions for attendees.

### **Step 7: Review and Submit**

- Double-check all fields, including event title, dates, description, links, and images.
- Click Submit. Your event will be reviewed and posted on the Chester County America 250 PA calendar.

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### **Need Help?**

If you have questions or need assistance submitting your event, please use the contact form on our website: <https://america250chesco.org/ContactUs.cfm>