

## HOW TO ADD EVENTS TO GLOSSOP.COM

### 1 Login to glossop.com

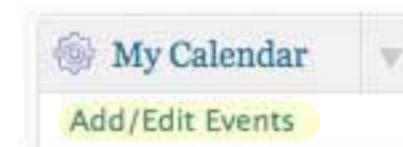
Type [www.glossop.com/submit-event](http://www.glossop.com/submit-event) into your web browser, here you will be prompted to login

 <http://www.glossop.com/submit-event>

Here you can either use an existing account to **'Log In'** or you can **'Register'** for a new account. If you choose the latter you will need to complete registration and return to [www.glossop.com/submit-events](http://www.glossop.com/submit-events) and Log In.

### 2 Open My Calendar

Extend the **'My Calendar'** box situated towards the bottom of the left column, you can do this either by clicking on the arrow or the title of the box.



Next, click **'Add/Edit Events'**

### 3 Fill in event details...

You will now see an event submission form. You can fill in as much/little as you like at this stage but some important fields include....

- \* Title
- \* Description
- \* Location
- \* Start Date
- \* Start Time

Once you are happy with your submission click **'Save Event'**.

If you notice any mistakes or issues with your published event please email [webmaster@glossop.com](mailto:webmaster@glossop.com)

A screenshot of a web form titled "Add Event". The form has a header "Add an Event" and a sub-header "Enter your Event Information". It contains several input fields: "Event Title", "Event Description (HTML allowed)", "Event Short Description (HTML allowed)", "Event Host" (with a dropdown menu showing "duncansbar"), "Event Category" (with a dropdown menu showing "General"), "Event Link (Optional)", "Start Date (YYYY-MM-DD)" (with a date picker showing "2011-03-10"), and "End Date (YYYY-MM-DD) (Optional)".