

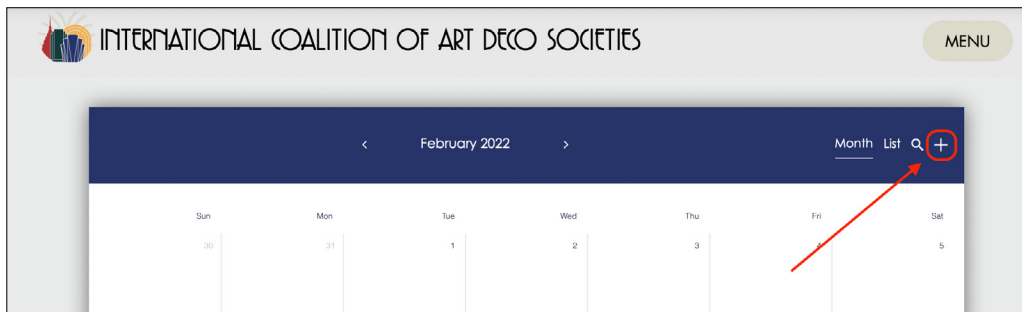
HOW TO SUBMIT A PROGRAM TO THE ICADS GLOBAL EVENTS CALENDAR

Only events hosted by an ICADS Member Society will be included on the Global Events Calendar.

Please review the detailed instructions below before submitting your event. If you have any questions, email us at Contact@ICADSArtDeco.org

OPEN THE "ADD EVENT" FORM

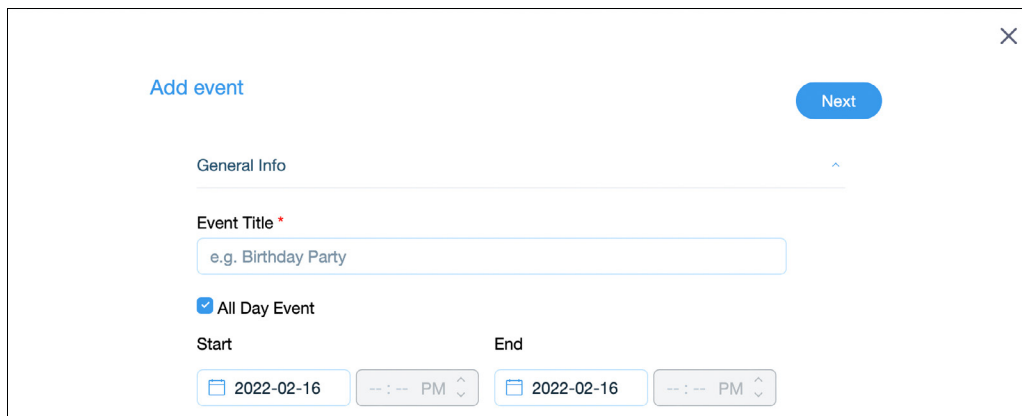
Click the plus icon in the top right corner of the ICADS Global Events Calendar to open the "Add event" form.



ENTER THE NAME, DATE AND TIME OF THE EVENT

Once the form opens, enter the information requested starting with the Event Title. If you are not submitting an all-day event, uncheck that box and enter the date, start time and end time for your program.

PLEASE NOTE: All event times should be submitted in the time zone of the host organization, you do not need to convert your event time to a different time zone



UPLOAD A PROMOTIONAL IMAGE FOR YOUR EVENT

Click the blue "Upload Image" option and select a promotional image that best illustrates your event.

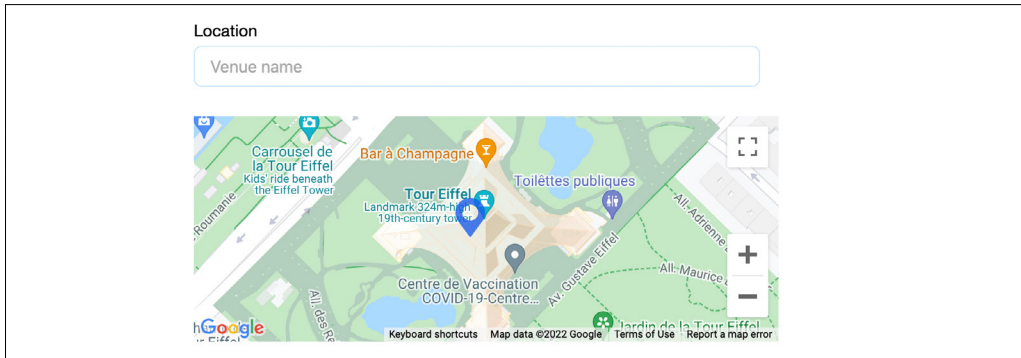
PLEASE NOTE: Because of the format of the Global Events Calendar, we suggest uploading a horizontally oriented photograph.



ENTER THE LOCATION FOR YOUR EVENT

If you are posting an in-person program, enter the address of the event, or the meeting location, in the “Location” text box.

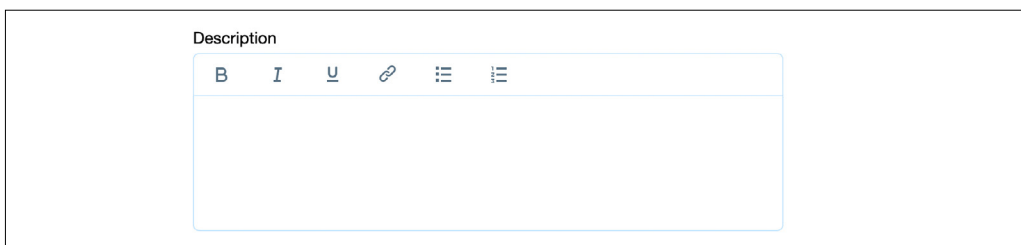
If your event is online, skip this step and leave the “Location” text box empty. By leaving the text box empty, the location and map will be omitted from your event posting.



ENTER A BRIEF DESCRIPTION OF YOUR EVENT

Include a short description of your event that is no more than 350 characters including spaces. This is meant to be an overview and not the full description of your event, unless it can fit the 350 character limit.

PLEASE NOTE: Events that include descriptions of more than 350 characters will not be accepted.



CHOOSE A CATEGORY FOR YOUR EVENT

Do not enter anything in the “Color” text box. Just ignore that step and move to the “Choose a category” drop-down menu.

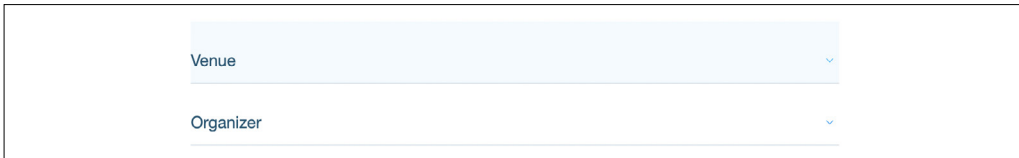
From the “Choose a category” drop-down menu, select whether your event is In-Person or Online. This will dictate the color of your event on the Calendar.



ENTER THE VENUE INFORMATION FOR YOUR EVENT

If you are posting an in-person program, click "Venue" to expand the venue information form.

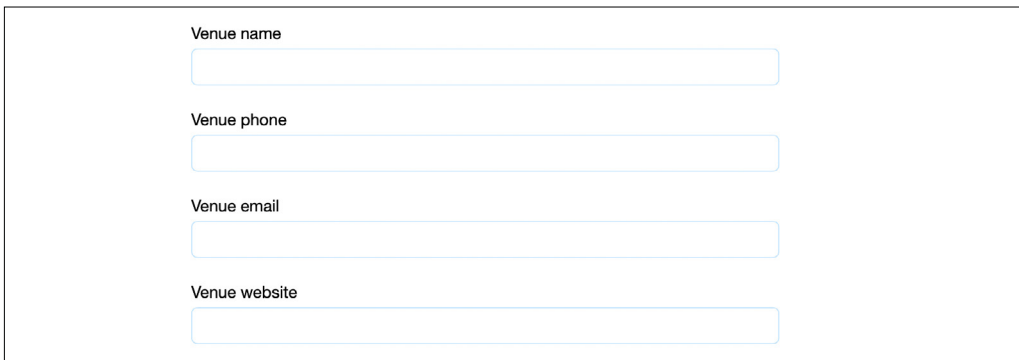
If your event is online, skip this step and leave all the venue text boxes empty. When you leave the text boxes empty, the information will not be included in your event posting.



A screenshot of a dropdown menu with two options: "Venue" and "Organizer". Both options have a small downward-pointing arrow on the right side.

The expanded venue information form is shown below. Enter the information you would like to include in the text boxes as requested. This information is not mandatory. When you leave the text boxes empty, the information will not be included in your event posting.

PLEASE NOTE: Since you want interested registrants to contact you directly with any questions about the event, we strongly suggest that you skip this section so you don't confuse potential registrants.



An expanded form with four text input fields, each with a label above it: "Venue name", "Venue phone", "Venue email", and "Venue website".

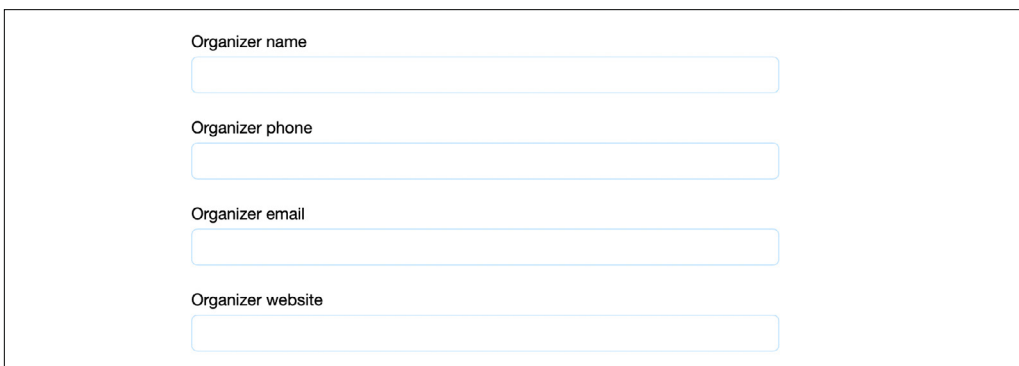
ENTER YOUR ORGANIZER INFORMATION

Click "Organizer" to expand the organizer information form.



A screenshot of a dropdown menu with one option: "Organizer". It has a small downward-pointing arrow on the right side.

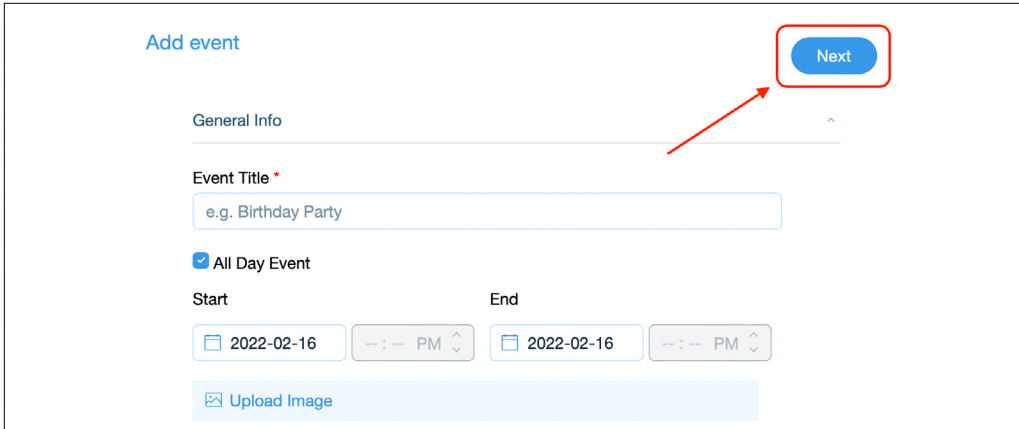
The expanded organizer information form is shown below. The "Organizer name" should be the name of your Society, the "Organizer website" should be the link to the event web page, where interested individuals can learn more and register for the specific event. Both of these sections are mandatory for inclusion. You do not have to include both an "Organizer phone" and "Organizer email" but you must include one method of contact so interested individuals may contact you with questions.



An expanded form with four text input fields, each with a label above it: "Organizer name", "Organizer phone", "Organizer email", and "Organizer website".

ENTER YOUR ORGANIZER INFORMATION

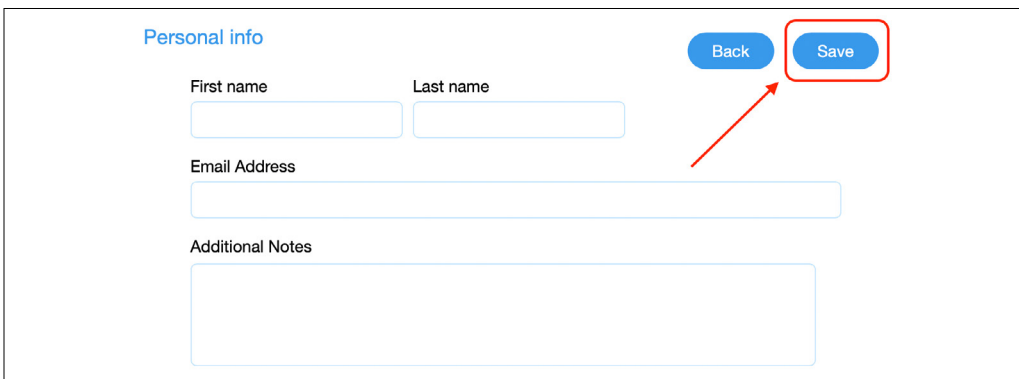
Once you have entered all of the relevant information in the “Add event” form, scroll back to the top of the page to click the blue “Next” button in the top right corner of the form.



The screenshot shows the 'Add event' form. At the top left is the title 'Add event'. In the top right corner, a blue button labeled 'Next' is circled in red, with a red arrow pointing to it from the left. Below the title is a section labeled 'General Info'. The first field is 'Event Title' with a red asterisk, containing the text 'e.g. Birthday Party'. Below this is a checked checkbox labeled 'All Day Event'. There are two date and time pickers: 'Start' and 'End', both set to '2022-02-16' and 'PM'. At the bottom of the form is a light blue button with a camera icon and the text 'Upload Image'.

ENTER THE CONTACT INFORMATION

Enter the contact information in the “Personal info” form so that the ICADS Events Team can contact you with any questions regarding your submission. If there is anything you would like to share with the Team, enter your comments in the “Additional Notes” text box. Once the contact information is entered, click the blue “Save” button in the top right corner of the form to complete your event submission.



The screenshot shows the 'Personal info' form. At the top left is the title 'Personal info'. In the top right corner, a blue button labeled 'Save' is circled in red, with a red arrow pointing to it from the left. To its left is a blue button labeled 'Back'. Below the title are two input fields: 'First name' and 'Last name'. Below these is a single input field for 'Email Address'. At the bottom is a large text area for 'Additional Notes'.

SUBMISSION CONFIRMATION

You will see the message below to confirm that your event is submitted. Once you see this message, you can exit the form. The ICADS Team will review the event and contact you if there are any questions.

