Edmonton HERITAGE NETWORK

HOW TO CONTRIBUTE EVENTS

The Edmonton Heritage Network events calendar is designed to be simple, intuitive, and capable of featuring a variety of events, from individual community and cultural events to long-term museum exhibits. Submitted events will be sent to the Edmonton Heritage Network contact email, reviewed, and added to the calendar within 2 business days. In order to streamline the reviewing process, here is a step-by-guide to ensure you have included all relevant information.

You can submit your event at http://edmontonheritagenetwork.ca/calendar/community/add

Note: If your event details change or you have noticed an error in your published event, please contact info@edmontonheritagenetwork.ca and the changes will be made promptly.

TITLE

If your event occurs as part of a larger series with a different name, use the individual event's title here. You will have an opportunity to put the series name in the event's description.

EVENT DESCRIPTION

Try to keep your event description to a maximum of 50-75 words. Briefly describe the purpose of the event, what will be featured and in what format(s), and how the event is significant in local heritage or culture.

If you would like to add a hyperlink to you text, please add a note within square brackets immediately after the text you wish to be linked. E.g., "See our full brochure. [link: http://www.edmontonheritagenetwork.com/about.pdf]"

If your event is part of a larger series, we advise you to note it in this description. For example, "This event is part of the … series at the … ".

EVENT IMAGE

The featured image is the image that will appear in the event listing. It can be horizontal or vertical, and should be resized so that the longest side is no longer than 800 pixels.

EVENT DATE & TIME

If your event is a long-term event such as an exhibit, enter the first date in the Start Date/Time and End Date/Time fields and then set the event's recurrence below, according to the dates that the exhibit can be accessed.

EVENT LOCATION DETAILS

Any venue that has previously held an event on the EHN event calendar will be saved in the database, so first check if your venue appears under the Use Saved Venue field. Selecting your venue here will automatically fill all of the fields.

The EHN events calendar is enabled to automatically create a Google Maps image for your venue location in the event page so ensure that the address and postal code are accurate. Including the Google Maps image on the event page is optional.

EVENT ORGANIZER DETAILS

As with the venue details, the EHN calendar automatically saves all previously submitted event organizers. Be sure to check if your organization is already saved under the Use Saved Organizer field. If you are part of a larger organization (e.g. University of Alberta or the Royal Alberta Museum) you may want to enter your information manually to ensure the event gets connected to your particular department or staff member.

EVENT WEBSITE

If your event has a website, if more information can be found elsewhere such as in a Facebook event, or if your event required registration through services such as Eventbrite, place a link in this field. Please note that this website URL is different than the organizer website that can be entered under EVENT ORGANIZER DETAILS.

EVENT COST

If your event has an admission or registration fee, enter it into the Cost field.
If your event is free, enter 0 into the Cost field.
If your event's fee is unknown or varied, leave the cost field blank and the EVENT COST field will not appear on the event page. In this case, be sure to note different pricing in the EVENT DESCRIPTION or elsewhere on the external Event Website.

SUBSCRIBE TO THE EHN EVENTS CALENDAR

You can subscribe to the EHN events calendar to get the latest updates sent directly to your own calendar. Subscribing works with iCal for Mac, iPhone and Outlook 2010 for PC.

Please follow the directions below, as there is an incorrect way to subscribe. Please DO NOT simply click on the link provided below. Doing this will download a one-time copy into your existing calendar account, and it will create a new "local" calendar on the software. This will NOT synchronize going forward.

Rather, you must use each software application's internal subscription feature to ensure any changes are continually updated.
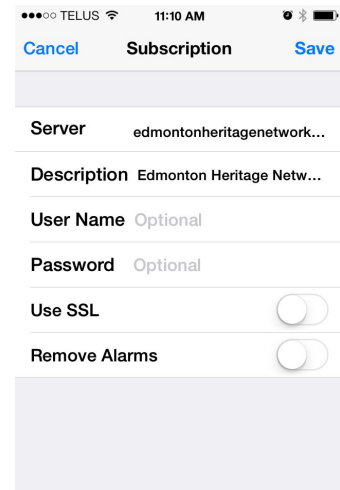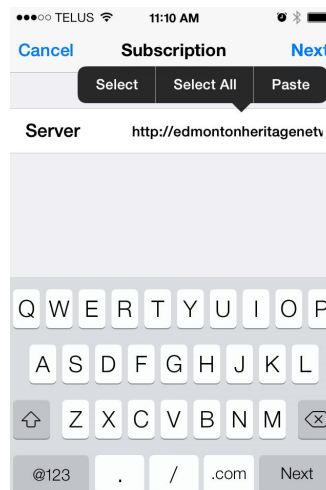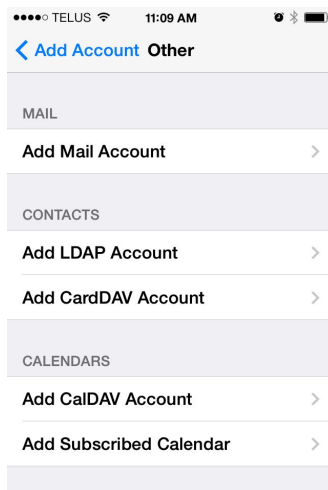
iCal/Calendars for Mac

File > New Calendar Subscription > http://edmontonheritagenetwork.ca/calendar/?ical=1

Choose Subscription options as required
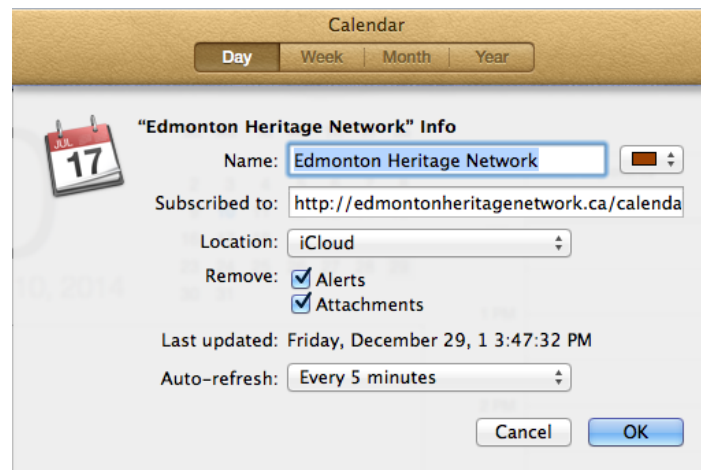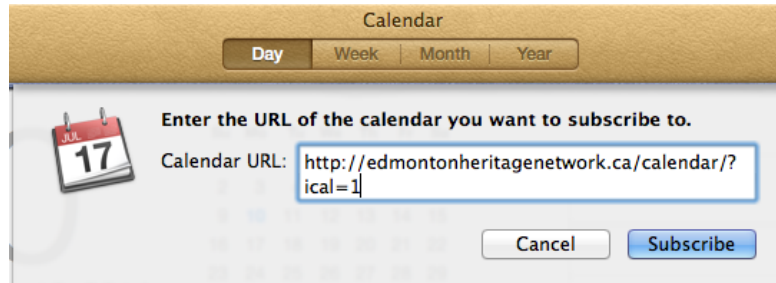
iCal/Calendars for iPhone & iPad

System Preferences > Mail, Contacts, Calendars > Add Account > Other > Add Subscribed Calendar > http://edmontonheritagenetwork.ca/calendar/?ical=1

Outlook 2010 or 2013 for PC

File > Account Settings > Account Settings > Internet
Calendars > New > http://edmontonheritagenetwork.ca/calendar/?ical=1