AMERICA
250
NC

Submit A Calendar Event
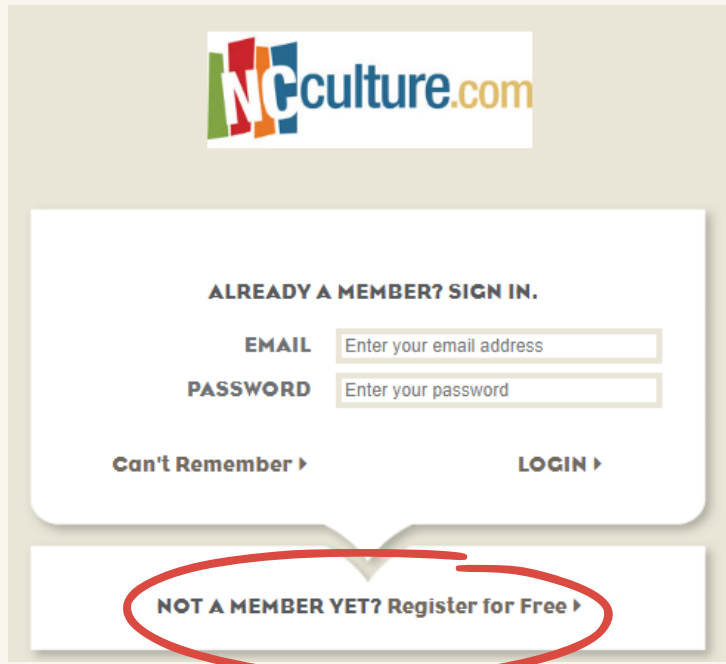
INSTRUCTIONS

- Step 1: Click on the Add Event button in the top left of the calendar
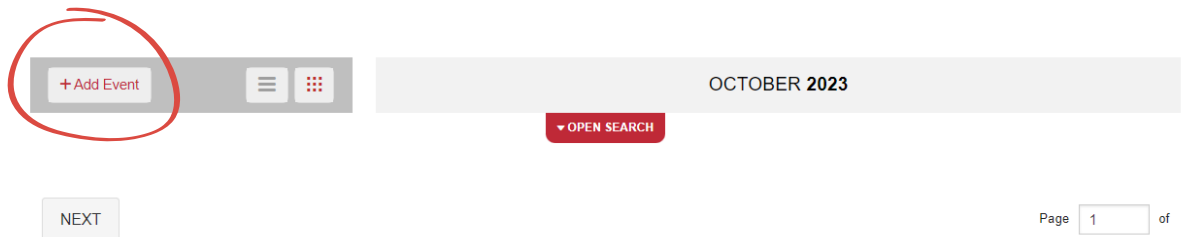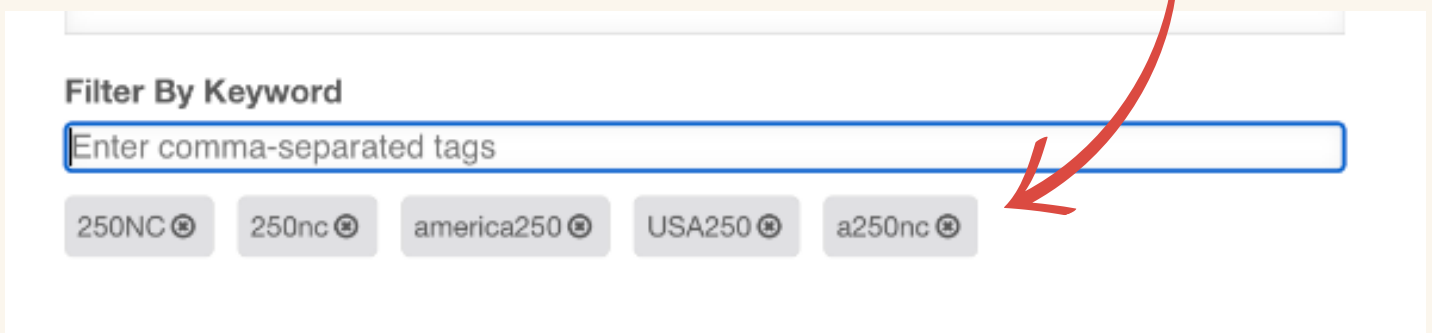
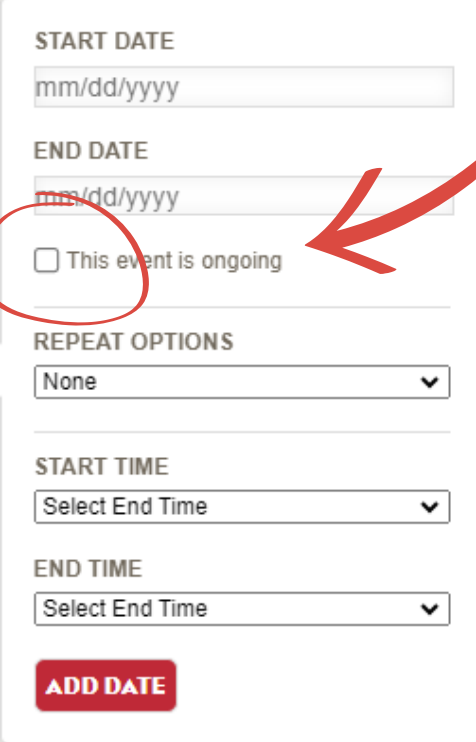- Step 2: Create an account or login

- Step 3: Enter your Event Details
    - Event Name
    - Description of Event
    - Upload at least one photo
    - Add the A250 NC Tags, and be sure to hit enter after each one. Your tags should look like the example below.
        - 250NC, 250nc, america250, USA250, a250nc

Note: It is crucial to hit enter after typing out each of the tags to ensure they are applied to your event entry. The event will not appear on the calendar if you incorrectly enter your tags. If you do not see your event on the calendar within 4-5 business days, ensure your tags are applied correctly. For additional support, email us at
america250NC@dncr.nc.gov

Continue to fill out the form with the requested information.

- If an event is ongoing, indicate this in the box

START DATE
mm/dd/yyyy

END DATE
mm/dd/yyyy

☐ This event is ongoing

REPEAT OPTIONS
None

START TIME
Select End Time

END TIME
Select End Time

ADD DATE

Choose the appropriate repeat option if your event occurs on a regular schedule, such as a daily tour or demonstration

- If tickets are required, add the URL to purchase
Be sure to include the price

**TICKET INFORMATION**

URL TO BUY TICKETS

TICKET PRICES
Select ADD TICKET to enter pricing. You can choose a single price or a price range for each listing. Maximum 6 ticket listings allowed.

+
Add
Ticket

You haven't added any ticket prices yet. Click the Add Ticket button to get started.

- Step 3: Review and Submit your Event
  - Use "click to launch detail" to review how your posting will look.

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Test Event A250NC
October 18, 2023

Example event for A250 Nc Calendar

Click to launch detail
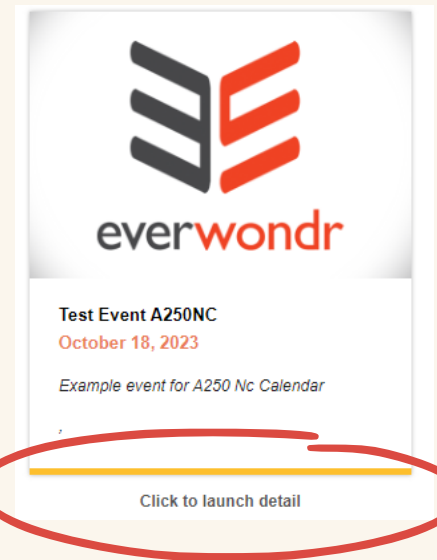
- If everything looks good, then you are ready to publish! Note: Events may take up to 3 days to post to the calendar. After submission, you may have to confirm the event via your email.

PREVIEW   **EDIT**   Good to go.   **SAVE**