

# HOW TO...

## ADD YOUR EVENT TO THE MEMBER CALENDAR



One of our most valuable tools is the comprehensive online CCSD Member Event Calendar. The calendar is useful not only for finding upcoming choral concerts, but for long-term planning to avoid scheduling events at the same time as our other choral colleagues. Please designate one person from your organization to provide information on your upcoming concerts to calendar.

To add your event go to the Calendar on the [choralconsortiumofsandiego.org](http://choralconsortiumofsandiego.org) website; Scroll all the way to the bottom of the page. You will see this:

Member Choirs: Add Event / List Events / Edit Events

Click on Add Event. It will ask you to are asked to provide the following:

LOG IN

Once logged in you

1. EVENT TITLE: (required)
2. EVENT DESCRIPTION (required)
3. EVENT TIME & DATE (required)

*\* Note: If your event has multiple dates or times, you must do separate event listings.*

4. EVENT IMAGE (Optional) Choose a .jpg, .png, or .gif file under 2 MB in size.
5. EVENT CATEGORIES (You can choose multiple, searchable categories for your type of event)
6. EVENT TAGS (Ignore this)
7. VENUE DETAILS (Choose from a pre-existing list of common locations or add a new one)
8. ORGANIZER DETAILS (Choose from a pre-existing list of choirs or add a new organizer)
9. EVENT WEBSITE (Add your website link to the event, or your general website)  
*Often, groups will link directly to where tickets can be purchased OR can link to a facebook event page.*
10. EVENT COST (Enter basic ticket cost: Enter Free if there is no cost)



Forgot your login information?  
Simply use the **contact form** or  
send an email to **info@**  
[choralconsortiumofsandiego.org](mailto:info@choralconsortiumofsandiego.org).

Last, click on

SUBMIT EVENT

and your event will be submitted for approval!\*

*\*Member Choirs, please note that new entries are currently moderated, and will not appear until approved by CCSD.*