

Submitting an event to insidetoronto.com

Before you begin, you will need



A working Internet connection



For logging in, a user ID and password

As additional reference you may need

Our community calendar reference online.

<http://bit.ly/torontocalendar>



Signing up

- Using your web browser, visit www.insidetoronto.com
- Look to the top right corner (to the right of the Search button). You should see Signup and Login links. Click **Sign Up**.



KEY POINT

If you already have a registered account, click the login link and skip to step 5 on the next page.

3. You are taken to the Sign Up page (see right). Enter the relevant information into the form. It's important to note that your user ID is your email address. If you wish, you can enter your primary and secondary communities of interest. Also make sure you have checked off that the Privacy Policy box. Hit the submit button.

4. Your screen should now look something like below. You'll have an email sent to you asking you to confirm your registration. **Click the link in the body of the email** to confirm your registration. It's very important that you do this. Otherwise you won't be able to submit events.



Logging in

5. Once your registration is confirmed, visit insidetoronto.com and click the login button in the top right corner.

6. Enter your userID (it's the email address!) and your password that you've created. Click Login.



7. To see if you have successfully logged in, look in the top right corner. Your name should be there. Don't be confused by the Sign Up information or anything else in the main body area.



Submitting an event

8. Once you are logged in, click on your name (the one in the top right corner). Your screen should now look something like this (see right).

In the main body is your user profile. Events options are on the right:

- To create an event, click 'Create Events'
- See note about 'Manage Events' below



KEY POINT

MANAGE EVENTS: Users have an area where all their events are logged. Use this area to update your submissions. Click the Create Event button to create a new event.



9. You have now reached the event submission form. Fill out the relevant information for your **event and your venue**. Fields marked with an asterisk are mandatory.

THU, JUN 19, 2014 | 23°C Sunny

CONTESTS
NEWS ALERT SIGNUP
SUBMIT AN EVENT
SUBMIT A STORY

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Home > My Events > Create An Event

Create an Event

Asterisks (*) denote mandatory fields. Need Help?

EVENT DETAILS

*Title: Community Car Seat Clinic

*Description: CLEK invites you to come out to our FREE Car Seat Installation Clinic on Friday, June 20 in the parking lot at our North York office. The clinic will be run by CLEK's CRST (children's restraint systems technician) Trudy Wright, and

Category: To Make Primary, click on text
 Arts Family Seasonal
 Attractions Festivals and Fairs Sports
 Community Music

*Audience: All Ages

*Please provide at least one of the 3 contact options:
 *Contact Name:
 *Contact Email: customerservice@clekinc.com
 *Phone: 1-866-656-2462 Ext.

*Price: Free Specify

*Start Event: *Date: 06/20/2014 *Start Time: 9:00 AM End Time: 12:00 PM
 *End Event: 06/20/2014

Event Pattern: One-Time Event Repeating Event

Require Registration: check to enter registration due date

Upload Attachment: Choose File(s)

 Supported image formats: JPG, GIF, PNG;

VENUE DETAILS

*Venue: CLEK Inc. North York [Select Existing](#)

Country: Canada

Province: Ontario

City: Toronto

Community: North York

*Address: 12 Upjohn Rd., Unit 1

Postal Code: M3B 2V9

Phone #:

Fax #:

Venue Website:

Additional Venue Details:

Map: check box to display map

When it comes to the event venue, start by typing the name of your venue as there's a chance the venue is already in our system and the relevant details will fill out. If it isn't, click the **Add New** link and then type in the relevant information.

For new venues, you will need to choose one of Toronto's nine communities: Beach, Bloor West, City Centre, East York, Etobicoke, North York, Parkdale, Scarborough, or York. For existing venues, this field will be already filled in.

Title: It's a good idea to be specific as you can. Please don't use all caps.

At least one of Contact Name, Contact Email and Phone must be filled out

Clicking the calendar and clock icons enables you to change dates and times. You can also do this manually.

Does your event have a registration deadline prior to the event itself? Check the box and fill out the date and time fields that pop up.

Does your event occur on multiple days? Select this button to get your event multiple dates and times.

KEY POINT
 Under the venue field, you'll see a link that says either 'Add New' or 'Select Existing.' In the above example, a new venue is being added. If a user were picking from an existing venue, the link underneath would say 'Add New.'

If you have more details to add to your event, click the 'More Details' link and you'll be given the following options in a drop-down.

MORE DETAILS

Show Email: checkbox to display emails to public

Website:

Alt. Phone: Ext.

External Link (Facebook, YouTube, Twitter):
 check if external links enabled

External URL:

10. When you're finished, hit **SUBMIT**. This submits your event. Once you do, you should get this notification (see right).

SUBMIT

