

Submitting an event to yorkregion.com

Before you begin, you will need



A working Internet connection



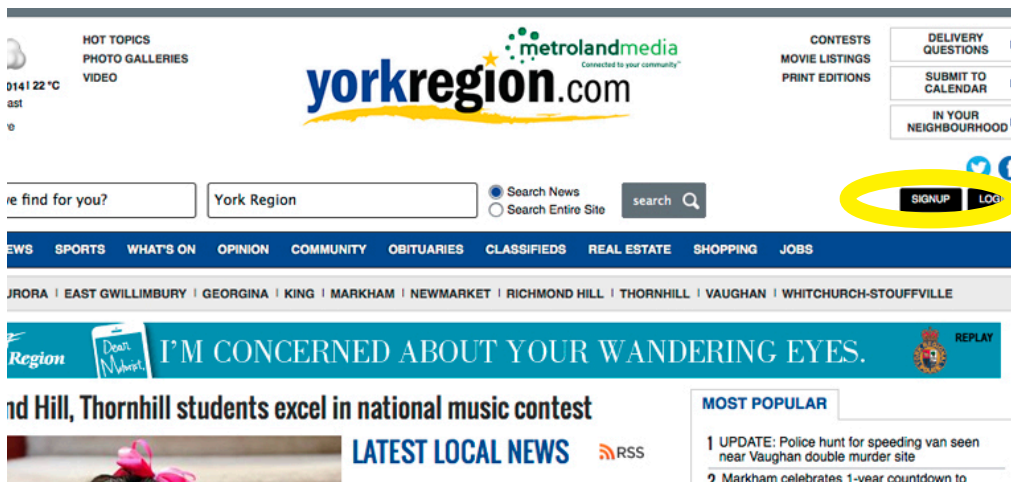
For logging in, a userID and password

Signing up

1. Using your web browser, visit www.yorkregion.com
2. Look to the top right corner. You should see Login and Signup links. Click **Signup**.

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 the Privacy Policy box. Hit the submit button.

Test fields with an asterisk (*) must be filled out

WELCOME TO YORKREGION.COM

By registering you become part of an influential local membership that can comment on or contribute many types of local community information. You can publish your local event listings, send us suggestions for stories we should cover, and submit articles, photos & video for possible publishing online. Over the coming months you can also be 1st to take advantage of product updates personalized options. Stay tuned for many exciting enhancements!

First Name:

Last Name:

Postal Code:

User ID (Email):

Password:

Confirm Password:

Primary Community of Interest: Select Primary Community

Secondary Community of Interest: Select Secondary Community

Are you a human? Refresh Image

☐ I have read and understood the privacy policy

4. You will now be taken to a screen stating your registration was successful. 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.

Logging in

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

6. Enter your userID (it's the email address!) and your password. 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. Your screen should now look something like this (see right).

9. Click the My Events link.

10. This page (see right) is the log of all the events you've submitted. Click **Create Event** to submit a new one.

	Event Title	Start Date	End Date	Venue	Community	City	Status
<input type="checkbox"/>	View Edit York-Simcoe Naturalists general meeting and annual hike	06/10/2014	06/10/2014	Scarleton Creek Conservation Area	Bradford	Bradford	Published
<input type="checkbox"/>	View Edit York-Simcoe Naturalists general meeting	09/08/2014	09/12/2015	River Drive Park Community Centre	River Park Drive	East Gwillimbury	Published
<input type="checkbox"/>	View Edit Gluten Free Fair	05/24/2014	05/25/2014	Organic Garage	Thornhill	Thornhill	Published
<input type="checkbox"/>	View Edit Nature walk	04/06/2014	04/06/2014	Seneca College King Campus	King City	King	Published
<input type="checkbox"/>	View Edit York-Simcoe Naturalists general meeting	12/10/2013	05/13/2014	River Drive Park Community Centre	River Park Drive	East Gwillimbury	Published

11. 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.

Home > My Events > Create An Event

Create an Event

Asterisks (*) denote mandatory fields. [Need Help?](#)

EVENT DETAILS

***Title:**

***Description:**

Category: To Make Primary, click on text

☐ Arts
 ☐ Family
 ☐ Seasonal
☐ Attractions
 ☐ Festivals and Fairs
 ☐ Sports
☐ Community
 ☐ Music

***Audience:**

*Please provide at least one of the following:

Contact Name:

Contact Email:

Phone: Ext.

***Price:** ☒ Free ☐ Specify

***Date:**

***Start Time:**

End Time:

Event Pattern: ☒ One-Time Event ☐ Repeating Event

Require Registration: ☐ check to enter registration due date

Supported image formats: JPG, GIF, PNG;

VENUE DETAILS

***Venue:**

Country:

Province:

City:

Community:

***Address:**

Postal Code:

Please use the following letter/number format, with a space after the first three characters: A1A 1A1

Phone #:

Fax #:

Venue Website:

Additional Venue Details:

☐ do not display map

MORE DETAILS ▾

SUBMIT

Title: Be as specific as you can. Please don't use all caps.

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 York Region's 10 communities: Aurora, East Gwillimbury, Georgina, King, Markham, Newmarket, Richmond Hill, Thornhill, Vaughan or Whitchurch-Stouffville. For existing venues, this field will be filled in.

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

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.

12. When you're finished, hit **SUBMIT**. This submits your event.