## LANARK HIGHLANDS COMMUNITY CALENDAR HOW TO



Home Page > Residents > Public Information > Community Calendar

← → C 🌘 lanarkhighlands.ca/lh-residents/public-information/community-calendar



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Click Submit Event in Top Right-Hand Corner

HIGHLANDS	ation/ community-calendar,	RESIDENTS	DISCOVER	BUSINESS	TOWN HALL	
Residents Community Emergency Services	> Add a Share any I	. <b>n Even</b> .anark Highlar	<b>t</b> nds-based event in	n the form below.		
Home and Property Public Information	> Save & Close	Cancel				Ter la
Community Calendar Submit an Event	Common Title	Calendar				-
Community News & Public Notices Services	> Categories	Hopetow - Lanark Vi - Lavant	n Nage	-		
Waste & Recycling	> Description	- McDonal - Middlevil - Tatlock	e -			
	Description		B         I         U         Ξ           C         C         M         ŝ=         v		A <sup>2</sup>	

Add The Title of your event

Select where your event will be held

Add a short description

Lanark Me HIGHLANDS		RESIDENTS	DISCOVER	BUSINESS	TOWN HALL	م =	
	Location Cor.tact Website Email Phone Cost Online Tickets Standard Image 1 Standard File 1	http://ticketsplease.o	ca/Tickets_Please.htm ax 3.00 MB) e chosen	Delete			

Add the address, contact, website (if there is one), email address, phone #, cost (if there is one)

You can also link your online ticket page (if you have one)

If you have a poster or picture for your event you can upload up to 2!

\*None of these fields are mandatory to fill out

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Lanark 🚵 HIGHLANDS		RESIDENTS	DISCOVER	BUSINESS	TOWN HALL	۹ 🗕	
	Standard File 1	Upload Image * (N Choose File No fil File Title	Max 3.00 MB) le chosen	Delete			
		Upload File *	le chosen	Upload Delete			
	Your name Your email address Please fill in the						
	capicha neus	I'm not a rob	pot				
	After you have finish	ed filling in the event	t details, please scro	oll up to the top and c	lick Save & Close.		•

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You must fill out your name & email address at the bottom

Before verifying your self in the captcha fields scroll to the top of the page to select the dates of your events!



Scroll to the top of the page and select "Calendar"

lanarkhighlands.ca/lh-residents/public-information/community-calendar/submit-an-event 4  $\rightarrow$ C \$ ΞJ Lanark A \*\* DISCOVER BUSINESS TOWN HALL a = RESIDENTS **Public Information** V Calendar Common **Community Calendar** Submit an Event Start, End, Duration Community News & Public > Notices All day Event or Unspecified time 📄 12 Hour 🖉 > Services Waste & Recycling > Start date Start Time 2020-02-11 圜 8:00 am pm End date End Time 2020-02-11 翩 No specific end time 5:00 am pm Repeat type No Repeat Daily Weekly Monthly Yearly After you have finished filling in the event details, please scroll up to the top and click Save & Close.

Select Start Date and Start Time

Select End Date and End Time

You can also select the all day event or unspecified time box

If your event is a weekly, monthly or yearly event you can click repeat type

Select the Common box at the top of the page to return to finalize your booking

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	Lanark 🗮 HIGHLANDS		RESIDENTS	DISCOVER	BUSINESS	TOWN HALL	Q	=
		Your name Your email address Please fill in the captcha fields	Choose File No fi	le chosen	Upload Delete			
	Lanark State HIGHLANDS	After you have finish 75 Geo PO BO> Lanark, K0G 1K	ed filling in the event rge Street, K 340 , Ontario K0	t details, please scro	oll up to the top and cl Quick I News Community F	ick Save & Close. _inks	>	
		613-25	9-2398		Meetings and Contact	Agendas		

Scroll to the bottom of the page and click the box beside Im not a robot

After you have finished filling in the event details, please scroll up to the top and clock Save & Close