

How to Create an Events Listing

As a stakeholder of the Similkameen Valley, you have the ability to add your Tourism Events to the [Events Module](#) on similkameenvalley.com. We encourage you to post your events with the most current information and images.

Please follow the online “Event Management” form in sequence; this document highlights only select key information.

1. Log into the [Similkameen Valley Website](#), using the “Gear” Icon in the upper right corner of your screen
2. After Logging in you will be on the [Info Centre](#) page, hover over the drop-down menu and click on “Your Event Listing”



NOTE: You must be logged in to access the info centre. If you need assistance, please contact **Shelby Campbell** at 1-800-567-2275 or email support@similkameenvalley.com



3. Once you click on “Your Event Listing” you will need to click on the “Add New” Button to create your own Events Listing!

Welcome to Your Event Management Section

Review all your events below. If you need assistance email support@totabc.com. To upload a new event click the 'Add New' button below. Enter your event information in the form and it will be posted after a final review.

Add New

Not S. TEST? [Log Out](#)

There are no upcoming events in your queue.

[View past events](#)



4. Follow the form in sequence, noting the instructions next to each field. Read below for Key Information on select fields.

Event Categories

- Event Categories relate to how people will search for your event in the Events Calendar. You may choose as many categories as you wish.

Photos

- Upload one image to your events listing by clicking the “Browse...” Button

EVENT IMAGE

Upload: cherries.jpg
Images that are not png, jpg, or gif will not be uploaded. Images may not exceed 20 MB in size.

Event Time and Date

- If your event is a single “All Day” Event choose “All Day Event”
- **NOTE:** The “Time” boxes will disappear if “All Day Event” is selected

EVENT TIME & DATE

All day event? Choose if hosting a single “All Day Event”

Start Date / Time: 2/11/2016 @ 08:00 am

End Date / Time: 2/11/2016 @ 05:00 pm

Timezone: Vancouver

Recurrence Rules: Once

Time Choices

All day event?

Start Date / Time: 2/11/2016

End Date / Time: 2/11/2016

Timezone: Vancouver

Recurrence Rules: Once

- Click on the “Start Date/Time” to open a calendar of the coming months
- Once you have selected your dates, click “Done”

EVENT TIME & DATE

All day event?

Start Date / Time: 2/11/2016 @ 08:00 am

End Date / Time:

< Feb 2016
March 2016
April 2016 >

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7	1	2	3	4	5	6								
8	9	10	11	12	13	14	7	8	9	10	11	12	13	4	5	6	7	8	9	10
15	16	17	18	19	20	21	14	15	16	17	18	19	20	11	12	13	14	15	16	17
22	23	24	25	26	27	28	21	22	23	24	25	26	27	18	19	20	21	22	23	24
29							28	29	30	31				25	26	27	28	29	30	

Today Done

- Leave the “Time zone” on “Vancouver” for Pacific Standard Time
- Recurrence Rules refer to how often your event will take place. If it is a single, one- time event choose “Once”, if it is a Saturday Farmers Market for example, choose “Every Week” etc.
- You can add more than one Recurrence Rule by clicking “Add another Rule”

Recurrence Rules:

Once
▼

Once

Every Day

Every Week

Every Month

Every Year

Custom

VENUE DETAILS

Add Another Rule

For assistance, please contact:
Shelby Campbell
Toll Free: 1-800-567-2275
Email: support@similkameenvalley.com

Venue Details

- Events that have been previously uploaded to the Events Module will appear under **“Saved Venue”**; you may use one of the saved venues or create your own.

Organizer Details

- Use a previously saved Organizer or create your own
- The Organizer can be the name of an individual, business or organization

Additional Fields

- Enter information for any additional fields relevant to your event. For example, if rain is forecasted for your outdoor festival, suggest weather appropriate clothing etc

Submission

- Once you have completed the Events form, click **“Submit Event”**
- In order to view your event click on **“My Events”**



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Add New
Display ▼
Not S. TEST? [Log Out](#)

[View past events](#)

STATUS	TITLE	ORGANIZER	VENUE	CATEGORY	RECURRING?	START DATE	END DATE
	Example Event	Example	Example Venue	Culinary, Live Music, Photography, Wine	No	Feb 11/16 @ 8:00 am	Feb 11/16 @ 5:00 pm

[View](#) | [Edit](#)

VENUE DETAILS

Use Saved Venue: Use New Venue

Venue Name: Use New Venue

Address: Downtown Princeton

City: Grist Mill and Gardens

Country: Heritage Park

State or Province: Keremeos Rodeo Grounds

Postal Code: Manning Park

ADDITIONAL FIELDS

Cancellation Policy: 1 day prior to reservations

Location Details:

Directions:

Pet Policy: Small Pets Only

Kid Friendly?: Yes

What To Bring: Rain Jacket

RV Parking: Yes

Accessible?: None Yes No