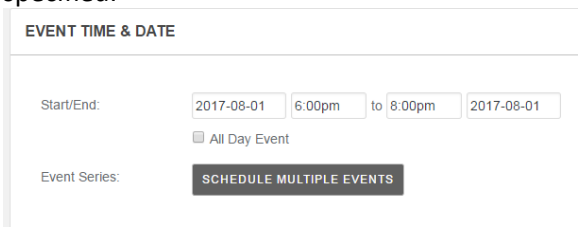
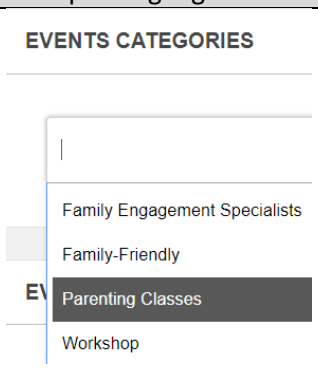
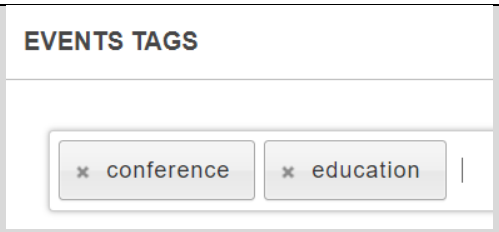
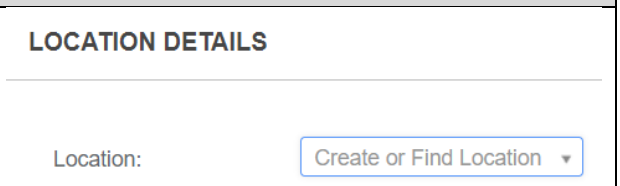
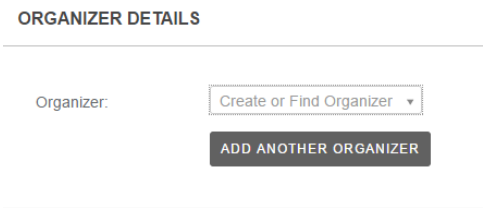
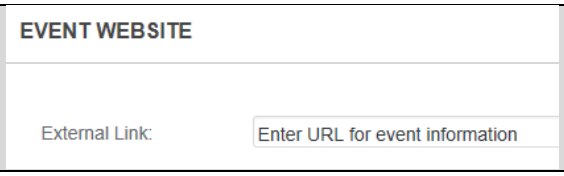
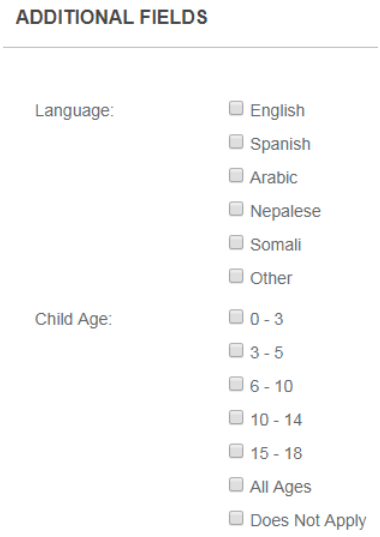
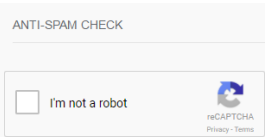
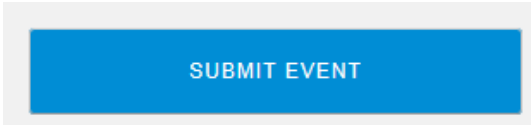
Helping Children, Families and Communities
Learn & Thrive!

How to Enter a Family Engagement Calendar Event on www.ParentingTogetherWC.org

Welcome Family & Community Engagement Partners! Parenting Together Washington County (PTWC) is a parenting hub supported by a unique partnership between Early Learning Washington County (ELWC) and the United Way of Columbia-Willamette, Oregon Parenting Education Collaborative and Washington County Children Youth and Families. Together we engage children, families and communities to build lifelong learning connections that enable all to learn and thrive. We encourage you visit our website and promote your organization's family engagement activities and continuing education opportunities for family engagement specialists.

Follow these steps – Optional Fields are shaded	**Additional Tips**
1. **Go to the website:** Click on: http://parentingtogetherwc.org/. 2. Click on the Calendar menu pulldown and select 'Submit Calendar Event'. A page with headings and blank fields will appear. Please note required fields as you scroll through the page to complete.	Direct link to submitting calendar event: http://parentingtogetherwc.org/events/community/add
Field 1 - Events Title and Description 3. Type or copy and paste Event Title. 4. Type or copy and paste Event Description. 5. Include link to event flier.	The user will see this information on the calendar. Be as clear and concise as possible. If it is not possible to provide a link to a virtual flier you may email event flier as a pdf attachment to info@parentingtogetherwc.org
Field 2 - Events Time & Date This field automatically shows the current date and a time range. 6. Enter the correct event start/end dates and times for your event. 7. Review for accuracy. 8. **For parenting education curriculum series** enter only the first date and time of the series. **Include all class dates in the event description field.** 9. **Only click on the SCHEDULE MULTIPLE EVENTS button** when promoting a recurring event that may be attended as a single session/workshop. Dates, times, subjects and location must be the same, for example a weekly Infant/Toddler Play Group.	Ensure Start and End times are correctly specified. 

Field 3 – EVENTS IMAGE (optional) Only a single graphics file (.jpg, .png, or .gif) may be added and must be 64 MB or smaller. Choose images that are attractive and relevant to the topic.	An event flyer may be saved as a graphics file and attached as an Events Image. Be sure the image is compressed to 64 MB or smaller. Only 1 flyer may be saved and attached as an Events Image per event so consider this if you have flyers for multiple languages.
Field 4 –EVENTS CATEGORIES 10. Click in the empty space below the **Event Categories** label. Existing categories will appear in the drop down box. Events Categories is a search field, so be sure and select a category or your event will not appear when users are searching by category.	
Field 5 – EVENTS TAGS (optional) Tags are cues that support users in connecting through search engines. You may enter more than one event tag. Contact info@parentingtogetherwc.org if you would like specific event tags added.	
Field 6 – LOCATION DETAILS 11. Click in the LOCATION field. The drop down will show locations from past events. 12. Review existing locations and select match. Stop here and move to next field 13. **If there is no match** create a new location by typing the name of the location in the field box. 14. Click on the word *Create* in the shaded field box.	 If creating a new venue, be sure and enter the complete address with city and state, so that Google Maps will work correctly on the web site.
Field 7 – ORGANIZER DETAILS Organizer details provide the user with important direct contact information for questions related to the posted event. 15. Click in the Create or Find Organizer field. The drop down will show organizers from past events. 16. Review existing organizers and select match. 17. Click on Edit Organizer 18. This will take you to another screen where you will see organizer name. 19. Scroll down to Organizer Information and check phone number, website if included and email contact for accuracy. **ADD ANOTHER ORGANIZER** button allows you to enter new information when a correct match does not exist.	 Organizers have the options of having an email, phone, and/or a website link associated with their name. Organization and organizer are tied together by event. More than one contact may be entered.

More than one organizer may be added for each event.	
Field 8 – EVENT WEBSITE (optional) 20. If your event has a website or an electronic registration link please provide it here.	
Field 9 - ADDITIONAL FIELDS Additional fields enable users to search the calendar based on specific criteria such as language and age of children. 21. Language: Check each box that applies. If interpretation is available check all languages included. 22. Child Ages: Check each box that applies. Language and Child Age are required searchable fields in the calendar. If these are not filled out then your event will not appear if a user searches on either of these fields.	
Field 10 - EVENTS COST 23. If the event is free enter zero. 24. If the event has a single cost, enter that cost. 25. If the event has many cost options and or scholarships, state the cost as a range from 0 – the highest possible cost.	
Field 11 - ANTI-SPAM CHECK 26. Check the box. This is a safety feature to prevent unwanted spam. Be sure to wait until the green checkmark appears in the box before continuing to the next step.	
27. Click **Submit Event** when all information is completely filled out. The event will then be transmitted for review and will be posted if complete. **If you receive an error message upon submitting**, be sure to add *parentingtogetherwc.org* as a trusted site on any anti-virus or popup blockers to enable the event submission. For example, McAfee WebAdvisor and Ghostery popup blocker require this.	

Important Note: EVENT PDF Flyers are valuable resources for person-to-person recruitment There are three methods: 1. The flyer may be saved as a graphics file and attached as an Events Image as described in field 3 above. Be sure the image is compressed to 64 MB or smaller. Only 1 flyer may be saved and attached as an Events Image per event so consider this if you have flyers for multiple languages. 2. The organization may post the pdf document on their website and provide a link in the description field for the event. 3. The organization may email the pdf document(s) to info@parentingtogetherwc.org immediately after submitting the event and a user link will be created.	