Post Your Special Events

New Website

There is a new website up and running, **idy-pc.com**. <u>It is entirely free.</u> Its purpose is to promote a fun place to live. In its current state, it only contains an activity calendar, dining guide and repair guide. It is intended to be a general calendar of events that people would like to attend, such as your many events. The many events you have always draw an appreciative crowd from the town, so long as we know of it. Through the general calendar on this new website, we can see everything at once, rather than perusing several websites. You can also use the Performer's Guide to pick entertainers and artists for your events. Your calendar listing includes links to your site and even special links, such as for the event itself or sponsors. This sheet is to walk you through it, so you see how easy and versatile it is.

Getting Set Up

This is not quite ready for the public yet, because you need to fill the calendar info first. Then we will have something to show them.

First stop is to Register [upper right corner of main page]. You do this once, and thereafter just LogIn. At the bottom of the Login page click Register, and you're at the form to fill out. Pick a username that's easy to remember. The email address is most important as your KEY to making and editing calendar postings and other information, so the computer knows it's YOU. You pick your password. Click the blue button at the bottom and that part is done. Go back to the main page and see that "Account" shows where the LogIn was. That means the computer knows it's you. Hover over it and see "Manage My Events" as one of the options. That is for your calendar postings.

Posting Your Event

Then, calendar posting time. From the calendar page, click SUBMIT EVENT, and fill in the form. Event Name would be your own showing event, unless it is something like a collection of artists. The date is picked from the popup calendar the start time is scroll down. You can state the end date and time, or below click No End Time to Yes. The Repeating Event on Yes identifies Daily, Weekly, etc, and how many times. The Subtitle is as shown in posted samples. The Event Details let you describe anything further, and includes a special link, like your shopping cart, the venue, sponsors, whatever. Performers are the individuals' names, such as the musicians and speakers so featured. The image is your group/individual photo. Your Performer's Website link takes us to your website, Facebook page, or whatever. You check the Special Event, pick the Event Location from the drop-down list and click SUBMIT EVENT. Now it's posted.

Go back to the main page [Entertainment], to see it. Pick the day, and scroll down to the calendar until you get to it. If you need to edit it, click Manage My Events from the Account drop-down list, pick the one you want. The trash can symbol is to delete, the pencil is to edit. If you need to edit it later, you just need to log in first, and they you have access [under the associated email address and password] to change or delete.