Submitting events to the GreenScene calendar online

What to submit
If you're a current contributor to the GreenScene online calendar or print publication, you'll find little has changed in terms of what information is needed to promote your event. For new and current contributors, each event listing you submit should contain:

- title of activity or event
- beginning and ending time
- day and date
- cost
- location
- short description (60 words or less)
- wheelchair accessibility information

The online calendar tool provides prompts for each element of the event information. The text box for the event description provides space to describe the event and provide additional details the reader needs to know in order to participate.

When to submit
Events and activities submitted with the online calendar tool for display in the Metro web site calendar typically appear within 72 hours of submittal and can be entered anytime throughout the year. You will be asked to identify any two events submitted with the online calendar tool that you would like included in the print publication.

Listings intended for the print version of GreenScene are subject to the deadlines listed below. A notice will be sent by e-mail approximately a month prior to each quarterly deadline.

Spring submissions (March, April and May) by January 10.
Summer submissions (June, July and August) by April 10.
Fall submissions (September, October and November) by July 10.
Winter submissions (December, January and February) by October 10.

How to create engaging event descriptions

- use simple yet vivid language that is crisp and to the point
- write sentences that directly answer key questions the reader might have about the event or subject
- write to inform and instruct by eliminating "you" and "we" from event descriptions (see example)

Replace "us"	*and "you"*	*with an objective voice*
Join **us** as **we** deadhead tansy and teasel along Tadpole Ponds. Bring your own work gloves and tools.	Join us as we deadhead tansy and teasel along Tadpole Ponds. Bring **your** own work gloves and tools.	Help deadhead tansy and teasel along Tadpole Ponds. Bring work gloves and tools.

Special note on editing
Unfortunately, once you have submitted your listing using the online calendar tool, you will not be able to go back and edit the content. While the GreenScene staff edits each listing for typos and consistency with our editorial guidelines, if something changes after you've submitted a calendar item, you'll need to send an e-mail with the correct information to lia.waiwaiole@oregonmetro.gov.

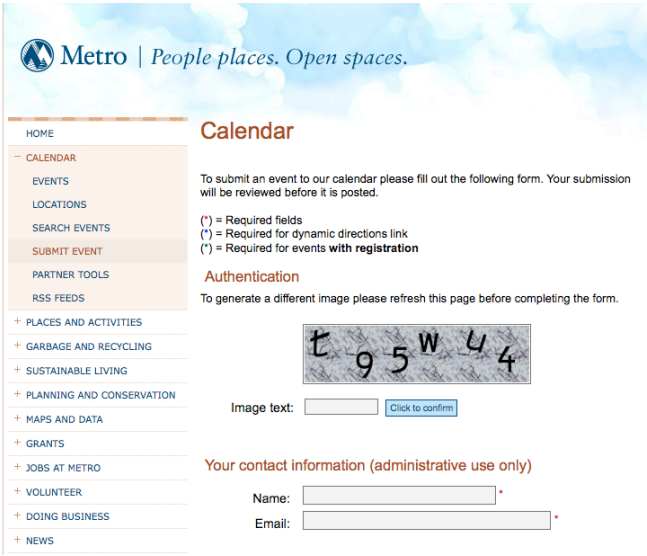
Quick guide to submitting GreenScene events with the online calendar tool

For assistance, call 503-797-1728 or send e-mail to lia.waiwaiole@oregonmetro.gov.

Getting started

1. Go to www.oregonmetro.gov and select **Calendar** from the menu on the left side of the page.

2. From the Calendar page, select **Submit Event** from the menu on the left side of the page.

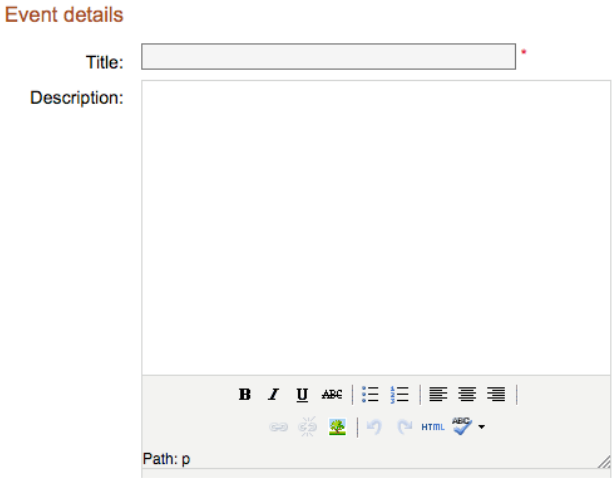


Let us know how to contact you

3. Enter the contact information of the person who can answer any questions the GreenScene staff may have about the listing. This information is not published with the calendar item.

Describe your event in 60 words or less

4. In the "Description" box, enter a short description that provides the key information people need to know in order to participate.



Example:
Fire Swamp tour
Join Metro naturalist William Goldman for a free tour of this exciting new open space acquisition. The tour will focus on the three perils of the fireswamp–flame spurts, lightning sand and rodents of unusual size. Suitable for ages 12-16. Meet in the parking lot by the ranger station. $8 per person. Advance registration required. For more information, call 503-222-1234.

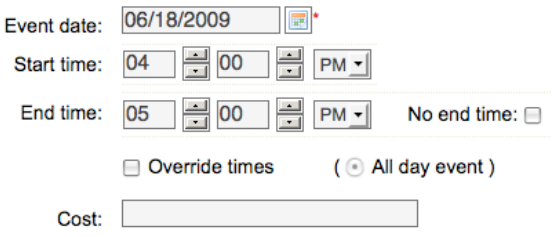
Date, time and cost

5. Use the calendar icon to enter the dates automatically.

6. Enter cost with dollar amount or short description detailing fees.

Example:

$10 per adult, children are free

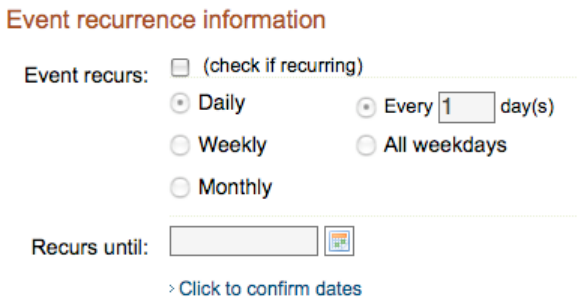


For event series

7. Check the first box if the event is recurring.

8. Select the rate of occurrence (daily, weekly, monthly) and complete the options for frequency that appear with each selection.

9. Select **Click to confirm dates** to display dates that have been assigned to this event.

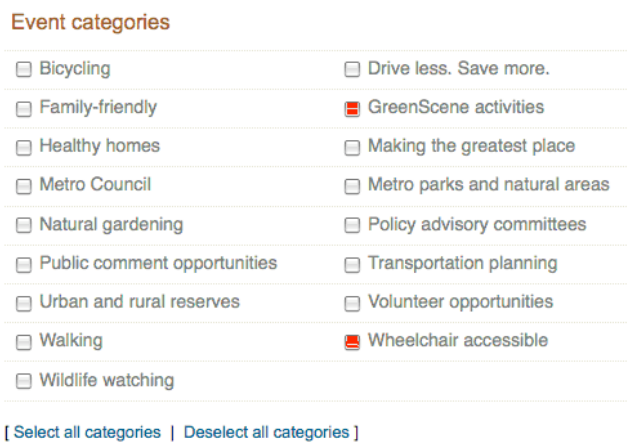


10. The "Event registration" option is not available at this time.

Use categories to promote your event

11. Check **GreenScene activities** for each listing you submit. Also select additional categories that apply to your event to ensure that your calendar item is available to a wider audience through RSS feeds, related Metro web pages and other online tools.

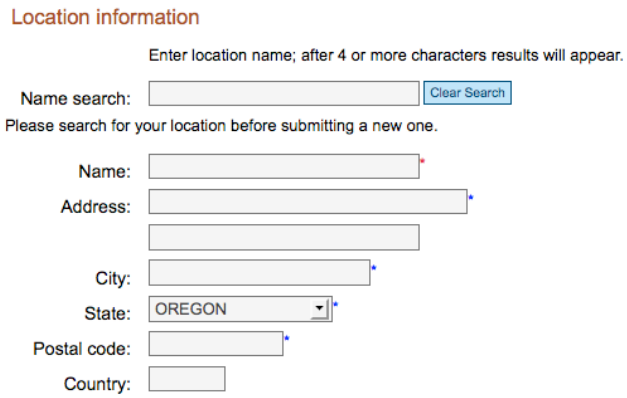
Check **Wheelchair accessible** if it applies to the event and include any additional information about accessibility in your event description (step4). Maintaining full accessibility to events for individuals with disabilities is a priority for Metro. Please consider the question of wheelchair accessibility for each of the events you submit.



Check for your event location in the database

12. Search for your event location first by entering it in the search box. If the location is already in the database, the event location name automatically appears after the 4th character is entered.
NOTE: For events that release location information with registration, enter "location…" in the Name search box and the automated text "Location provided upon registration" will appear. If this option, you must also select "NO LOCATION" in the State information box.

13. Enter the location information in the boxes that follow *only* if the location name did not appear in the search box.

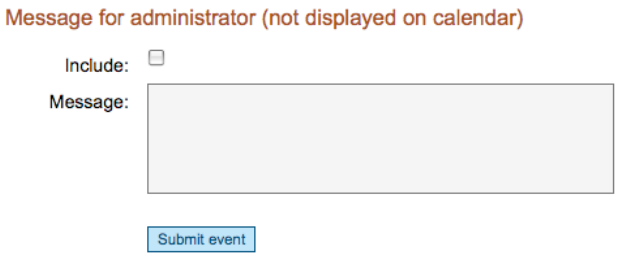


Let the public know how to contact you

14. Event contact information is required and will be published with the event. The name can either be a person or the host organization.

Is there anything else you'd like us to know?

15. If there is any additional information you need us to know enter it in the message box. This information will not be published with your calendar listing.



You're done!

16. Select **Submit event** to complete process.

Your feedback is important to us

Please let us know about your experience using the online tool and this quick guide. Your feedback is valued. Send e-mail to:
lia.waiwaiole@oregonmetro.gov