

## USING THE EAST BAY EDA CALENDAR PROGRAM

Using the East Bay EDA calendar to promote your organization's events is easy. Follow the step-by-step instructions listed below and your event will instantly be posted to the calendar

Visitors to [www.eastbayeda.org](http://www.eastbayeda.org) from around the region are viewing the calendar on a daily basis. It can be accessed through the Business Resources and Incentives section at:

[http://www.eastbayeda.org/business\\_resources\\_incentives/regional\\_events\\_calendar.htm](http://www.eastbayeda.org/business_resources_incentives/regional_events_calendar.htm), as well as on the Event Information page under the East Bay Economic Development Alliance section:

[http://www.eastbayeda.org/east\\_bay\\_economic\\_development\\_alliance/regionaleventscalendar.htm](http://www.eastbayeda.org/east_bay_economic_development_alliance/regionaleventscalendar.htm)

The calendar program currently has four viewable calendars:

- East Bay Regional Events Calendar – All East Bay EDA public events and events posted by members and network partners.
- East Bay EDA Public Events – Only East Bay EDA events open to all our members and guests.
- East Bay EDA Member Only Events – Events such as the Legislative Reception, Board Retreat and Economic Development Director's Council meetings.
- All - The calendar view that will allow a viewer to see all of the events on the other Calendars that they are eligible to view. Members will be able to view all of the events and non-members will view Regional Events and the EDA Public Events.

Members can view all East Bay EDA events and post their events to the calendar after logging into the Members Only section of the East Bay EDA website at:

[http://www.eastbayeda.org/east\\_bay\\_economic\\_development\\_alliance/login.asp](http://www.eastbayeda.org/east_bay_economic_development_alliance/login.asp)

To post their events on the Regional Events Calendar, members then can select "Post to the Regional Events Calendar" in the left navigation column:

[http://www.eastbayeda.org/east\\_bay\\_economic\\_development\\_alliance/post\\_to\\_the\\_eastbay\\_event\\_calendar.asp](http://www.eastbayeda.org/east_bay_economic_development_alliance/post_to_the_eastbay_event_calendar.asp)

## MEMBERS QUICK POSTING

Members might find it easier and quicker to access CalendarWiz directly by going to the following link

<http://www.calendarwiz.com/calendars/calendar.php?crd=eastbayeda&>

and saving it as a "Favorite" on your own computer or even placing it on their own website. Members can login at CalendarWiz with the user name: Members, password: members1 (user name and password are case-sensitive).

## NON-MEMBERS QUICK POSTING

Network Partners can also promote their events to other East Bay businesses and organizations by logging in with the user name: Regional, password: events

## CALENDAR HELPFUL TIPS

### To place your event on the Regional Events Calendar

The calendar post form consists of six steps. To begin, click on the "**Add Event**" tab near the center of the top navigation bar at the top of the calendar.

Section 1) In the "**Dates and Times**" tab, enter the event title, and use the drop down menu to select "**East Bay Regional Events Calendar**"

Section 2) Preview of your event date and time

Section 3) Choose from the listed options for multiple/repeating events.

Next you will add event details, click the middle tab "**Description and Details**"

Section 4) Add the description viewers will see when they click on the event title in the calendar - a web link for more info/registration can be added at the bottom of this section.

Section 5) Add a contact name, phone and Email.

Section 6) Add the event location information (you can use the location again for another/future event by using the same location title).

Section 7) Please note: Announcements and reminders are not available to the general public.

Click "Save" at the bottom of the form to submit your calendar entry. Return to the main calendar page to verify, and you are done!

**If you have any questions regarding the calendar program please contact Keith Sutton, (510) 272-3885 / [keith@eastbayeda.org](mailto:keith@eastbayeda.org)**