

The following fields are available for entry when an event is added to The Community Roundtable **Community Calendar**.

It is recommended that this information be gathered and keyed into a WORD document beforehand, so that it can be easily moved to the event entry process using cut-n-paste.

1. Event Title
2. Date
3. Begin time
4. End time
5. Venue Name
6. Venue Address
7. Include Google Map checkbox?
8. Category (Charity event, meeting, Dinner, Community Service hours, Golf, etc.)
9. Tag (Center Place, All children's Hospital, etc...)
10. Description of event
11. Organizer's Name
12. Organizer's email ID (For multiple IDs separate them with a semicolon)
13. Additional Cost checkbox?
14. Cost
15. Web site address where tickets can be purchased
16. Free checkbox?
17. Phone number
18. The event sponsor's web site address
19. Event Photo or Flyer. This should be a JPG or PNG format. It can be uploaded to the web site. Photos or flyers are strongly recommended as they give the event a little pop.

Note: If you have a **reoccurring event**, such as a monthly meeting that reoccurs on the same day/time every month, you will need assistance from the Roundtable webmaster. Add the event as a onetime event. In the description field, add a comment stating that it is a reoccurring event. Before the event is actually posted, the webmaster will remove the comment, make the event a reoccurring event and post the event to the calendar.