

Events | [Submit Event](#) | [Search](#) | [Newsletter](#) | [Tools](#) | [RSS](#)

To submit an event to our calendar please fill out the following form.

(*) = Required Fields
 (*) = Required for Dynamic Directions Link
 (*) = Required for Events **With Registration**

Authentication
 To generate a different image please refresh this page before completing the form.




Image Text: **Correct!**

Your Contact Information (Administrative Use Only)

Name: *
 Email: *

Event Details

Title: *

Description:

B I U ABC [List Icons] [Image Icon] [HTML Icon] [Save Icon]

Event Date: *
 Start Time: :
 End Time: : No End Time:
 Override Times
 All Day Event
 Cost:

Event Recurrence Information

Event Recurs: (Check If Recurring)
 Daily Every day(s)
 Weekly All Weekdays
 Monthly
 Recurs Until:

[Click Here to Confirm Dates](#)

Event Registration

Registration:
 Limit: (0 = Unlimited)

Event Categories

Categories: Art Galleries Museum Recreations
 Living History Natural History
[\[Select All Categories \]](#) [\[Deselect All Categories \]](#)

Location Information

Enter Location Name, after 4 or more characters results will appear.

Name Search: [Clear Search](#)
 Please search for your location before submitting a new one.

Name: *
 Address: *

 City: *
 State: *
 Postal Code: *
 Country:

Event Contact Info

Name: *
 Email: *
 Phone:
 Website:

Message for Administrator (Not Displayed on Calendar)

Include:
 Message:

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Have a problem or question...
 816-898-7485

WindingRiver.com* Tips for Events Calendar Submission

Please take the time to review these quick notes to make your event submission much easier.

Before you start your listing be sure and authorize it by typing in the image code and confirming. Don't start until you have a "Correct!" confirmation. As we learned the hard way in testing this new calendar, if you don't have a "Correct!" confirmation, you will lose your input and have to start the listing over when you hit the submit button at the end.

This is for our use only and will not show up in the listing. We will use this information if we need to contact you about the listing.

Entering Your Description

You can type your event description into this area or copy and paste it from another document. However, if you copy your description from an existing email or Word document, we recommend you then re-copy it so that Microsoft Word or Outlook coding is removed. That coding may conflict with the Calendar coding and you may see unwanted characters or formatting.

You may add an image to your listing, but the image must already be on the web. The calendar program does not allow you to upload and host an image on the calendar. The image pop-up window is helpful and we will provide additional details on using this feature.

Your listing will already have a link to the URL you specify in the Event Contact info below, but you may add other links to your description by highlighting a word (or words) and using this command.

Click here or an ending time will automatically be added to your listing.

Instead of specific \$ amounts, it may be simpler to add comments in this field, i.e.: *See Description for Details, Regular Museum Admission, etc.*

This short cut only works for events that recur on a regular basis. Events that repeat on an irregular basis have to be entered individually.

Click here to confirm your events recurring dates.

This option allows for viewers to register for your event directly from the Calendar. Registration information is limited and the registration will automatically go to the contact listed in the Event Contact Info fields below. If the registration information should go to someone different or if you have a registration form on your site, you can put a link to that form in the description. **Tip: In testing this feature, we felt it had some weaknesses and suggest you link to your own reservation system in the description and leave this turned off.**

Help us keep the calendar accurate by limiting your listings to appropriate categories.

The calendar database will keep a directory of locations that have previously been entered into the Calendar. Just type the first 4 letters of the event location you will be able to select it from a list.

Enter your location here the first time you enter an event.

This information will be included in the public listing. You may wish to use the business or organization name instead of your personal name if you wish. This is also the contact information that Registration information will be sent.

If you have a message for our calendar editor, you may place it here.

After submitting your event it will not be shown on the public calendar until approved. We will try and review all postings each morning. You will receive an email when your listing has been approved and added to our public calendar.

**Those of you with a sharp eye for detail may have noticed that our Events Calendar now resides at www.WindingRiverCalendar.com rather than at www.WindingRiver.com. This change was made necessary due to server requirements relating to hosting the calendar database.*

Nothing else has changed. Please continue to contact us at info@windingriver.com or 816-898-7485 with questions or comments.