

Instructions for On-line Regional Event Submission form

1. **Name:** Enter name of event
2. **Regions advertised in:** Select the **Regions** you want to advertise your event in.
3. **Hosting Parish:** Select your Parish. (To add more Parishes, click the first Parish, then hold down the shift key and click the second Parish.)
4. **Location:** Click on “Add Item” to add the Parish location(s). click funnel icon to search by name of Parish (partial names give best results. ie. “Mary” not “Saint Mary”.)
5. **Event Date:** Enter the date of your event (“from” & “until”) – need to be the same date. To add more dates click “Add instance”
6. **Event details:**

Please include the following:

- time of event(s)
- a brief description of the event
- who is invited
- contact information for more details

7. Event picture: (Optional)

- Click pencil icon , a Event picture box will open,
- Click cloud arrow icon  upload files to current folder),
- Click plus icon  to browse and choose the file location of the picture you wish to use.
- Once you have selected the picture, click the circle with up-arrow icon  to upload the picture.
- Once uploaded click on the picture name and it will be added to this event.

Details

Name: St. Anselm's 85th Annual Picnic and Lobster Supper

Categories: Dartmouth/Eastern Shore Region x, Halifax/Central Region x, North/Central Region x, Yarmouth-Valley-South Shore Region x

Primary Category: Dartmouth/Eastern Shore Region

Hosting Parish: Saint Ambrose Mission Londonderry, Saint Andrew Eastern Passage, Saint Anne Mission Bear River, Saint Anne Mission Lake Echo, Sainte-Anne Ste-Anne-du-Ruisseau, Saint Anselm West Chezzetcook

Location: Saint Anselm, West Chezzetcook

Event date: from 2015-07-03 00:00:00 until 2015-07-03 00:00:00, from 2015-07-04 00:00:00 until 2015-07-04 00:00:00, from 2015-07-05 00:00:00 until 2015-07-05 00:00:00

Event picture: Image 

Event Details

Include:
 time of event(s)
 details about event
 who is invited
 contact info if people want more details

Example:
 7:00 pm.
 Praise & Worship Concert which will include our Praise & Worship Music Ministry Group, along with special guest, local Canadian Christian singer/songwriter, Glenn Breen.
 Food & fellowship to follow!
 All are welcome.
 For information, call (902) 865-2112 or email: info@eastlink.ca or visit www.website.org

Path: p > strong

Contact Person Submitting This Event: Karen

Email of Person Submitting: info@eastlink.ca

Event picture

root

40-Anniversary2web.jpg

Drop files here or browse & choose them

Event picture

Monica-StvilleGroupLeaders.jpg

Event picture

Monica-StvilleGroupLeaders.jpg

If you have questions or concerns please contact the Communications Team at: info@halifaxyarmouth.org
 Your Communications Team: Aurea Sadi (902) 429-9800 x310, Christine Salterio (902) 429-9800 x324