

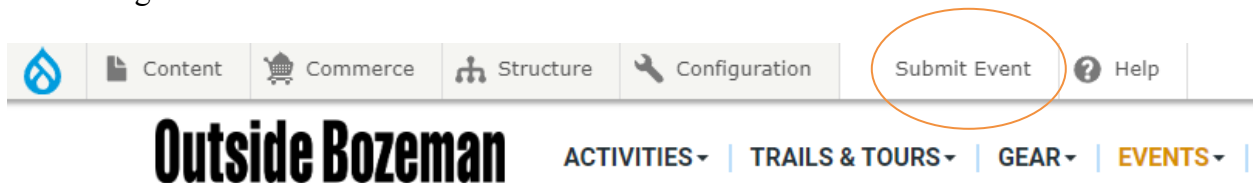
Instructions for Posting Events on outsidebozeman.com

Go to <https://outsidebozeman.com> and click on the login icon, in the upper-right portion of the screen.



Enter your username and password, which you received in an email from the site at the time of account creation. (If you did not receive the email, and it's not in your spam folder, email events@outsidebozeman.com to request this information.)

Successful login takes you to your account page. From there, click on "Submit Events" above the main navigation bar.



This takes you to the "create event" page.

Enter the title of the event. Keep the titles short; no longer than six words. Please do not put any other information in the title, e.g. "rescheduled" or "new date". If a date is changed after the event is posted on our site, just change the date and put a note in the event description, not the title.

Enter the date of the event. If there is no set end time, just make the end time the same as the start time, and the end time will not appear. Don't worry about the "duration" drop down, this is overridden by the start and end times. If an event is reoccurring, change the "Repeats" drop-down to reflect the additional dates or click "ADD ANOTHER ITEM" to add another date and time. This can also be used if the event is occurring at two locations.

Select the event category.

Add a location:

- Address is not necessary.
- For example: Big Sky Resort, not 50 Big Sky Resort Rd, Big Sky, MT 59716.

Add cost:

- If free, put FREE
- If free with membership, put in parentheses. ex: FREE (with OB membership)
- If price varies, put designator in parentheses. ex: \$20 (adult), \$15 (18 and under)
- No change amount if the price is rounded to a dollar. Ex: \$20, not \$20.00

Add a link to a webpage with more information and/or tickets.

Add an image for the event. Images must follow this protocol:

- JPG file type
- Horizontal orientation (square or round logo okay)
- Filename: **Events-YourEventName.jpg**
- Less than 1MB file size (1,000 pixels wide should be small enough)
- Select “Events” as directory after you upload the image

Enter a brief description of the events, no more than three sentences. Browse through our other posted events for reference on how we usually describe them.

Check the box saying “I verify that this is an outdoor-oriented event”.

After this, we will get an email that the event was submitted, review the posting, and approve it. Then it will show up on our calendar.