



# **CALENDAR OF EVENTS**

User Help File

The Calendar of Events is designed to allow both members of the public and city employees to enter events into a central calendar, which is then viewable on the City of Richmond website.

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## Add-an-Event Interface

The add-an-event interface can be accessed by through ‘Add-an-Event’ link in the Events tab of the home page, the ‘Add an Event’ link under the search box when viewing the calendar, or through the fly-out menus in the news section. In order to add an event to the Calendar, a user must have a login. Anyone can create a new login through the site.

### Start Screen

CITY OF RICHMOND

## Submit a Calendar Event

### Criteria for Posting Events

This Event Calendar is open to any Richmond organization whose events meet our Posting Criteria. Please follow the steps below to fill in the form and post events on the City of Richmond web site. Your message will be reviewed by our editor and you will be notified via e-mail if your event will be posted.

- [Posting Criteria](#)
- [Disclaimer](#)
- [Privacy Notice](#)

To ensure that your event has all the necessary City and Provincial permits, please review our [Information for Event Planners](#) page.

### Instructions For Posting

Before you begin completing this form, view our checklist to be sure you have all the necessary information.

Use these tips to help get you listing(s) approved by our Calendar Editor.

- Add as much detail as required
- Refrain from using all upper case(CAPS) throughout the application (acronyms are excluded, ex. SPCA)
- Do not use "quotation" marks in your event name
- Check for spelling and grammatical errors
- Obtain permission before publishing another person's contact info.

Please allow a minimum of four working days for posting.

Fields with an asterisk (\*), are required fields, so they must not be omitted.

This screen is what is first shown when a user navigates to the add-an-event interface. It contains information about how to submit an event, as well as criteria for what types of events should be posted.

Pressing the start button takes the user to the login screen.

## Login Screen

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### Submit a Calendar Event

#### Calendar of Events Login

If you have not registered here before, click the New User button below. If you have forgotten your userID/password, please click the 'Forgot User ID/Password' link below Please do not create a new account. Otherwise, please provide your login credentials below and click the Log In button.

#### User Login Information

User Name:

Password:

[Forgot UserID/Password](#)

Here the user can enter their username and password if they are a returning user. They can also use the 'Forgot m password' link to retrieve a lost password using their email address (see below). Pressing the Log In button with a correct username and password takes them to the Control Panel screen. Pressing the New User button takes them to the Personal Information screen followed by the Add New Event screens.

#### User Login Information

User Name:

Password:

#### Forgot UserID/Password

Email Address:

When a user has clicked on the Forgot UserID/Password link, the Forgot UserID/Password section of the screen appears. To retrieve a lost password, the user must enter the email address associated with the account (either their personal email, or the organization's email). The system then sends an email to that email address with the UserIDs and Passwords of all accounts associated with that email address.

## Control Panel

CITY OF RICHMOND

### Submit a Calendar Event

Welcome to the new Calendar of Events Interface! For help using the new interface, or to report a bug, please email [webgraphics@richmond.ca](mailto:webgraphics@richmond.ca).

#### Personal Info

<b>Your Name:</b> Katherine Irvine	<b>Organization:</b> City of Richmond
<b>Your Phone:</b> 604-247-4933	<b>Public Phone:</b> 604-276-4000
<b>Your Email:</b> <a href="mailto:kirvine@richmond.ca">kirvine@richmond.ca</a>	<b>Public Email:</b> <a href="mailto:info@richmond.ca">info@richmond.ca</a>
<b>Website:</b> <a href="http://www.richmond.ca">http://www.richmond.ca</a>	

[Update Personal Info](#)

#### Submit a New Event

If this event has never been posted or you would like to enter a new event, click the Create New Event button below. Alternatively, if this is a repeat of an event that has occurred in the past or is very similar to an event you have previously submitted, you can find that event in your event history and copy it.

#### Previously Submitted Events

These are your events that have been submitted but have not yet been approved, or which have been approved or rejected within the last two weeks. For a complete list of all events you have submitted in the past, to view event details, or to copy an event, click the Full Event History link below.

Event Name	Description	Type of Event	Status
Testing Monthly Repeats2	Testing Monthly Repeats	Football	<b>Removed</b> at the request of the event co-ordinator

[Full Event History](#)

The first section of this screen is Personal Information. This section displays the user's saved personal info. Clicking on the Update Personal Info link takes the user to the Personal Information screen.

Next is the Submit a New Event section. This section has some information about submitting events, and a button, Create a New Event, which will take the user to the Add New Event screens.

Third is the Previously Submitted Events section. This section displays a summary of pending and recent events, and a link to the user's Full Event History. Clicking this link will take the user to the My Event History screen.

Finally, at the bottom is a Log Out button. Pressing this button will log the user out and return them to the Start screen.

### Personal Information

CITY OF RICHMOND

## Submit a Calendar Event

### Create Your Profile

Required fields are identified by an asterisk (\*) preceding the title of the field and might be needed to contact you about your submitted events. Once the required information is entered, you may proceed to entering your event by clicking the Continue button below.

For an explanation of what each form field means, click on its link.

\* asterisk indicates a required field, you cannot continue to the next step if required fields are left blank.

\* Organization Name:

\* Public Contact Phone Number:

Organization Web Link:

Organization Email:

[Obtain permission from Email Box Owner](#)

### Private Contact Information

The information requested below will not be displayed on the site and is required, in case our editors need to contact you regarding your submission.

\* First Name:

\* Last Name:

Phone:

\* Email:

[Obtain permission from Email Box Owner](#)

### Login Information

This will be your login credentials for future entry into your account. An email will be sent to the above email regarding account information.

\* User Name:

*The password you enter must be entered in twice to Confirm.*

\* Password:

\* Re-Type Password:

This screen has two versions. For new users, it shows a form for them to provide their personal and organization's contact info and to choose a username and password. The organization contact information is added to each event shown in the calendar. The personal contact information is not visible to the public, but may be used by the administrators to contact the event submitter if clarification is needed about an event. At the bottom of this screen, new users

can click Cancel, which will return them to the Login screen, or Continue, which will take them to the Add New Event screens.

CITY OF RICHMOND

## Submit a Calendar Event

### Your Information

You have selected to modify your information. Review the information below. If the information is not correct, simply delete the incorrect text and enter the correct information. Once all fields are correct, click the Update Information button below. To cancel your request to modify your information, click the Cancel button.

For an explanation of what each form field means, click on its link.

\* asterisk indicates a required field, you cannot continue to the next step if required fields are left blank.

* <a href="#">Organization Name:</a>	<input type="text" value="City of Richmond"/>
* <a href="#">Public Contact Phone Number:</a>	<input type="text" value="604-276-4000"/>
<a href="#">Organization Web Link:</a>	<input type="text" value="http://www.richmond.ca"/>
<a href="#">Organization Email:</a>	<input type="text" value="info@richmond.ca"/>

[Obtain permission from Email Box Owner](#)

### Private Contact Information

The information requested below will not be displayed on the site and is required, in case our editors need to contact you regarding your submission.

* <a href="#">First Name:</a>	<input type="text" value="Katherine"/>
* <a href="#">Last Name:</a>	<input type="text" value="Irvine"/>
<a href="#">Phone:</a>	<input type="text" value="604-247-4933"/>
* <a href="#">Email:</a>	<input type="text" value="kirvine@richmond.ca"/>

[Obtain permission from Email Box Owner](#)

For returning users editing their information, it shows a form which allows them to update their personal and organization's contact information. Clicking either Update Information or Cancel will return the user to the Control Panel screen. There is currently no way for a user to change their password once their account has been created. If a user updates their organization's contact information, that change will be reflected on all events currently in the system, including past events. If a user is submitting events for more than one organization, they should use a different login for each organization.

## My Event History

CITY OF RICHMOND

### Submit a Calendar Event

#### My Events History

If event information changes or if any of your events are cancelled, please call 604-276-4300, between 8:15 am and 5:00 pm, to have the posting updated or email the administrator at [eventsalendar@richmond.ca](mailto:eventsalendar@richmond.ca).

Event Name	Description	Event Status	
Testing Monthly Repeats2	Testing Monthly Repeats	Removed at the request of the event co-ordinator	<a href="#">View</a>
Testing Span Dates	Testing 1 2 3	Approved	<a href="#">View</a>
Testing Span Dates	Testing 1 2 3	Rejected non-working dates	<a href="#">View</a>
Testing Monthly Repeats	Testing Monthly Repeats	Approved	<a href="#">View</a>
Testing Monthly Dates	Testing 1 2 3	Approved	<a href="#">View</a>

1 2 3

[Return to Submit-an-Event Control Panel](#)

This page shows a full list of all events that have been submitted through this account, including the status of the event, and if it was rejected or removed, the reason. There are four possible statuses for an event:

- **Pending Approval** – an event which has been submitted, but which has not yet been approved or rejected by the administrators. These events do not appear in the Calendar of Events.
- **Approved** – an event which has been approved by the administrators. Only approved events are displayed in the Calendar of Events for viewing by the public, and an event will be visible to the public as soon as it is approved.
- **Rejected** – this is an event which the administrators decided should not appear in the Calendar. This is usually because it does not meet our Posting Criteria, which are linked to from the Start screen.
- **Removed** – this is an event which was approved and visible to the public, but has since been removed from the Calendar. This is most commonly because the event was cancelled, or because the event organizers requested it be removed after the event had passed.

Clicking the View link beside any of the events listed will display the full event information below the table listing the events. Below the full description will be a button called Copy This

Event. Clicking this button will take you to the Create New Event screens, but with most form fields (except date and time information) pre-filled with the same information as the event being copied. Clicking the Cancel button will hide the full event description.

**Preview Selected Event - # 3409:**

**Testing Monthly Repeats**

**Date:** from Apr 07, 2009 to Feb 01, 2011  
on the first Tuesday of every 2nd month

**Time:** 4pm-7pm

**Place:** Watermania  
14300 Entertainment Blvd, Richmond

**Price:** This event is **FREE!**

Testing Monthly Repeats

Partial disability access is available with designated parking spaces.

For more information contact: **City of Richmond**  
Phone: 604-276-4000  
or Visit <http://www.richmond.ca>

.....

**Co-ordinator Information**

**Name:** Katherine Irvine  
**Phone:** 604-247-4933  
**Email:** [kirvine@richmond.ca](mailto:kirvine@richmond.ca)

**Event Details**

**Attendance Expectations:** Large (5,001 - 15,000 people/day)

**Primary Category:** City Council Meetings & Council Events

**Secondary Category:** Community Safety Meeting

**Venue Type:** Arena/Pool/Oval

**Time/Date Information**

**Occurrence Type:** Monthly

**Will this event re-occur next year?** True

[Return to Submit-an-Event Control Panel](#)

## Add New Event

To add a new event, the user goes through a series of forms, providing information about the event. Required Fields are marked with an asterisk (\*). At the end, the user is provided with a summary of the information provided, and the opportunity to go back and edit it if necessary. Once the user confirms their information is correct, they will be taken to a confirmation page.

### Step 1: Enter event info

CITY OF RICHMOND  
**Submit a Calendar Event**

**Step 1** Event Info    **Step 2** Venue Details    **Step 3** Event Date/Time    **Step 4** Confirmation

**Step 1: Event Details**  
To proceed to the next step, you must provide the Event's details on this page. After all the details have been entered, press the Continue button below.

For an explanation of what each form field means, click on its link.

\* asterisk indicates a required field, you cannot continue to the next step if required fields are left blank.

\* [Name of Event](#):

\* [Event Description](#):

\* [Is this a free event?](#)  Yes  No

[Admission Price Information](#):

\* [Attendance Expectations](#): Please Choose One Option

\* [Event Type](#): -- Select Primary Event Category --

\* [Event Type \(secondary\)](#): -- Select Secondary Event Category --

\* [Age Participation](#):  All Ages  
 Preschool (Ages 5 and under)  
 Child (Ages 6-12)  
 Youth (Ages 13-17)  
 Adult (Ages 18-54)  
 55+ (Ages 55 and over)

\* [Disabled Access](#):  Yes  No  Partial

\* [Are there designated disabled parking spaces?](#)  Yes  No

[URL for more information](#):

The event description should not include venue information, or date/time information, as those are collected in steps 2 and 3. More than one age group can be selected, eg. if an event is for both adults and seniors. URLs must start with http:// if provided. This URL should be to a page that contains event-specific information. A general link to the organizing group's website should go in the user's profile information.

The Cancel Entry button will return the user to the Control Panel. The Continue button will take the user to the screen for Step 2.

## Step 2: Select venue details or create a new venue

CITY OF RICHMOND

### Submit a Calendar Event

Step 1 Event Info   **Step 2 Venue Details**   Step 3 Event Date/Time   Step 4 Confirmation

**Step 2: Venue Information**  
After you have selected the appropriate venue from the fields below, click on the Continue button to proceed to the next Step.

If your venue is not available from the Venue Name list, you may insert a new venue by clicking on the Create New Venue button below.

For an explanation of what each form field means, click on its link.

\* asterisk indicates a required field, you cannot continue to the next step if required fields are left blank.

Select the type of Venue that will be hosting your event from the dropdown below.

\* Type of Venue:   

Please select the Name of the Venue where your event will be held from the dropdown list below.

\* Venue Name:   

Additional Venue Details   

Street Address:   

Venue City:   

      

CITY OF RICHMOND

### Submit a Calendar Event

Step 1 Event Info   **Step 2 Venue Details**   Step 3 Event Date/Time   Step 4 Confirmation

**Step 2: Venue Information**  
After you have selected the appropriate venue from the fields below, click on the Continue button to proceed to the next Step.

If your venue is not available from the Venue Name list, you may insert a new venue by clicking on the Create New Venue button below.

For an explanation of what each form field means, click on its link.

\* asterisk indicates a required field, you cannot continue to the next step if required fields are left blank.

**New Venue Information:**

\* Type of Venue:   

\* Venue Name:   

Additional Venue Details   

\* Street Address:   

\* Venue City:   

      

To select a venue, select the type of venue from the first drop down list, then select the venue from the second drop-down list. The street address and city will be automatically filled in from the database. If there is any additional information about the venue, specific to this event, it should be entered in the Additional Venue Details textbox.

To specify a venue which is not in the database already, click the Create New Venue button. This will change the screen to look like the second image above. Select the type of venue from the drop-down list. Then type in the remaining information about the venue. The Venue Name, Street Address, and City will be saved in the database so future events can use that venue. The Additional Venue Details are specific to this event, and will not be automatically entered the next time the venue is used. The Venue City can't be changed because it is the Calendar of Events for the City of Richmond; we do not advertise events which occur outside of Richmond, BC. The Approved Venues button will take the user back to the list of venues already in the database.

The Cancel Entry button will return the user to the Control Panel. The Continue button will take the user to the screen for Step 3.

Step 3: Set a date, time, or reoccurrence pattern

Event Occurrence ‘Once’

The screenshot shows the 'CITY OF RICHMOND' 'Submit a Calendar Event' form at Step 3: Time/Date Info. The progress bar at the top shows Step 1 (Event Info), Step 2 (Venue Details), Step 3 (Event Date/Time), and Step 4 (Confirmation). The main heading is 'Step 3: Time/Date Info'. Below it, instructions state: 'To proceed to the next step press the Continue button below. The next step will allow you to Confirm your event information.' and 'For an explanation of what each form field means, click on its link.' A note says '\* asterisk indicates a required field, you cannot continue to the next step if required fields are left blank.' The 'Event Occurrence:' section has four radio buttons: 'Once' (selected), 'MultiDay', 'Weekly', and 'Monthly'. Below this, there are two required fields: '\* Event Date: (www-mm-dd)' with a text box containing '2009-08-13' and a calendar icon, and '\* Event Time Details:' with a large empty text area. At the bottom, there is a checkbox 'Is it possible this event will re-occur next year?' with 'Yes' selected, and two buttons: 'Cancel Entry' and 'Continue'.

Select an event occurrence – if the event is a single day event, select ‘Once’, if it occurs more than one, but not at a regular interval (like once a week, or once a month), or if it spans a certain amount of days (like Jan. 1 – Jan 22), select ‘MultiDay’. If it occurs once a week, select ‘Weekly’, if once a month ‘Monthly’. Depending on what is selected, the options will be different: ‘once’, (see screenshot above), will show a single date to select, and event details.

‘MultiDay’ Occurrence

The screenshot shows the 'CITY OF RICHMOND' 'Submit a Calendar Event' form at Step 3: Time/Date Info. The progress bar at the top shows Step 1 (Event Info), Step 2 (Venue Details), Step 3 (Event Date/Time), and Step 4 (Confirmation). The main heading is 'Step 3: Time/Date Info'. Below it, instructions state: 'To proceed to the next step press the Continue button below. The next step will allow you to Confirm your event information.' and 'For an explanation of what each form field means, click on its link.' A note says '\* asterisk indicates a required field, you cannot continue to the next step if required fields are left blank.' The 'Event Occurrence:' section has four radio buttons: 'Once', 'MultiDay' (selected), 'Weekly', and 'Monthly'. Below this, a prompt says 'Please make a selection from one of the below options to continue.' There are two radio button options: 'This event occurs over multiple days (ex. Jan. 1, Jan. 5, Jan. 8...)' and 'This event occurs every day during a spanned period. (ex. Jan. 1 - Jan. 23)'. At the bottom, there are two buttons: 'Cancel Entry' and 'Continue'.

MultiDay options will offer a choice of individual days (‘This event occurs over multiple days’), or a span of days (‘This event occurs every day during a spanned period’). Selecting one will reveal more details.

## MultiDay – Separate Multiple Days

CITY OF RICHMOND

### Submit a Calendar Event

Step 1 Event Info   Step 2 Venue Details   **Step 3 Event Date/Time**   Step 4 Confirmation

**Step 3: Time/Date Info**  
To proceed to the next step press the Continue button below. The next step will allow you to Confirm your event information.

For an explanation of what each form field means, click on its link.

\* asterisk indicates a required field, you cannot continue to the next step if required fields are left blank.

Event Occurrence:

Once    MultiDay    Weekly    Monthly

Please make a selection from one of the below options to continue.

This event occurs over multiple days  
(ex. Jan. 1, Jan. 5, Jan. 8...)

This event occurs every day during a spanned period.  
(ex. Jan. 1 - Jan. 23)

Occurs on  separate days:

\* Event Date: (www-mm-dd)

.....

\* Event Date: (www-mm-dd)

.....

\* Event Time Details:

[Is it possible this event will re-occur next year?](#)  Yes

 

The MultiDay selection for ‘This event occurs over multiple days’ will have individual Event Date selections for each day. There can be a maximum of 6 separate days.

## MultiDay – Spanning a Period of Time

CITY OF RICHMOND

### Submit a Calendar Event

Step 1 Event Info   Step 2 Venue Details   **Step 3 Event Date/Time**   Step 4 Confirmation

**Step 3: Time/Date Info**  
To proceed to the next step press the Continue button below. The next step will allow you to Confirm your event information.

For an explanation of what each form field means, click on its link.

\* asterisk indicates a required field, you cannot continue to the next step if required fields are left blank.

Event Occurrence:

Once    MultiDay    Weekly    Monthly

Please make a selection from one of the below options to continue.

This event occurs over multiple days  
(ex. Jan. 1, Jan. 5, Jan. 8...)

This event occurs every day during a spanned period.  
(ex. Jan. 1 - Jan. 23)

\* Event Span Date From: (www-mm-dd)

\* Event Span Date To: (www-mm-dd)

\* Event Span Time Details:

[Is it possible this event will re-occur next year?](#)  Yes

 

The MultiDay selection for ‘This event occurs every day during a spanned period’ has two date selections – the start date (‘Event Span Date From: ‘) and the end date (‘Event Span Date To’). This is the first day it occurs, and the last day that it occurs, including the start and end day.

## Weekly Event Occurrence

CITY OF RICHMOND

### Submit a Calendar Event

Step 1 Event Info   Step 2 Venue Details   **Step 3 Event Date/Time**   Step 4 Confirmation

**Step 3: Time/Date Info**  
To proceed to the next step press the Continue button below. The next step will allow you to Confirm your event information.

For an explanation of what each form field means, click on its link.

\* asterisk indicates a required field, you cannot continue to the next step if required fields are left blank.

Event Occurrence:  
 Once    MultiDay    Weekly    Monthly

\* Event Start Date: (yyy-mm-dd)   2009-08-13

\* Event Time Details:

Recur every  week(s) on:

\* Recurrence Pattern:

Sunday    Monday  
 Tuesday    Wednesday  
 Thursday    Friday  
 Saturday

\* Recurrence End:

Ends after  occurrences.  
 Ends On:

Is it possible this event will re-occur next year?    Yes

 

In the weekly event occurrence, the user selects the first day the even occurs, selects how often the event occurs in ‘Recur every \_\_\_ week(s)’ (ex: every week would be 1, every two weeks would be 2), So if the first date is a Friday, August 14<sup>th</sup>, 2009, and reoccurs Monday and Wednesday every week, the first day would be Friday, August 14<sup>th</sup>, it would reoccur every 1 week and the reoccurrence pattern would have Monday and Wednesday checked off.

There are two ways to end the days – after the number of days that the event has occurred on (‘Ends after \_\_\_ occurrences’) or after a specific date (‘Ends On:’) [for ex: September 2<sup>nd</sup>].

# Monthly Event Occurrence

CITY OF RICHMOND

## Submit a Calendar Event

Step 1 Event Info   Step 2 Venue Details   **Step 3 Event Date/Time**   Step 4 Confirmation

**Step 3: Time/Date Info**  
To proceed to the next step press the Continue button below. The next step will allow you to Confirm your event information.

For an explanation of what each form field means, click on its link.

\* asterisk indicates a required field, you cannot continue to the next step if required fields are left blank.

Event Occurrence:  
 Once    MultiDay    Weekly    Monthly

\* Event Start Date:  
(www-mm-dd)   2009-08-13   calendar

\* Event Time Details:

\* Recurrence Pattern:  
 On day  , every  month(s)  
 Every  
First  Day   
of every  month(s)

\* Recurrence End:  
 Ends after  occurrences.  
 Ends On:

Is it possible this event will reoccur next year?    Yes

 

Monthly event occurrence is used when the event occurs once a month – select a start date, fill in details about the event time (whether the date might be changed, to arrive early, etc), fill in the blanks for the ‘Recurrence Pattern’, and fill in the end date.

## Step 4: Confirmation

CITY OF RICHMOND

### Submit a Calendar Event

Step 1 Event Info   Step 2 Venue Details   Step 3 Event Date/Time   **Step 4 Confirmation**

**Step 4: Confirmation**  
If you are satisfied with the information below, press the Submit button below to Confirm your Event entry.  
If you are not satisfied with the results below, press the Edit button below to modify the information that you entered.  
If you would like to start over, press the Cancel button below to clear all the information and start over.

**Another Fine Event**

**Date:** Thursday, 13 August 2009  
**Time:** 4:00pm - 11:00pm  
**Place:** Bakenview Gospel Chapel  
8991 Francis Rd, Richmond  
**Price:** This event is **Free!**  
Free Admission, food extra

Discriptifying stuff goes here.

For more information visit

This event is for All Ages!

Disability access is not available .

For more information contact: City of Richmond  
Phone: 604-276-4000  
Email: [info@richmond.ca](mailto:info@richmond.ca)  
or Visit <http://www.richmond.ca>

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**Co-ordinator Information**  
**Name:** Katherine Irvine  
**Phone:** 604-247-4933  
**Email:** [kinvine@richmond.ca](mailto:kinvine@richmond.ca)

**Event Details**  
**Attendance Expectations:** Medium (500 - 5000 people/day)  
**Primary Category:** Arts & Cultural Events  
**Secondary Category:** Literary/Library  
**Venue Type** Church/Temple/Mosque

**Time/Date Information**  
**Occurrence Type:** Single Day  
**Will this event re-occur next year?** No

       

The event is displayed so that the information can be reviewed. To confirm that all the information is correct and submit the event, select 'Submit Entry'. The event can also be edited, cancelled, or printed. Clicking 'Make Edits' will return the user to the first screen of the Add Event process. 'Cancel Entry' will return the user to the Control Panel. 'Print' will bring up the print dialog box.

## Thank You Screen

CITY OF RICHMOND

### Submit a Calendar Event

**Thank you for submitting your event online.**

You will receive an email from our editors, whether your event gets accepted or denied. Your event will not appear in the Calendar until our editors review it.

If you would like to add a new event, or view your previously submitted events, press the "Continue" button to return to the Calendar of Events control panel. If you are done, please click Logout.

**Changes and Cancellations**  
If your event information changes or if your event is cancelled, please call 604-276-4300, between 8:15 am and 5:00 pm, to have the posting updated or email administrator at [eventsalendar@richmond.ca](mailto:eventsalendar@richmond.ca)

**Disclaimer**  
The Event Calendar is provided as a public service/ Postings are screened by our editor, however, the content of a posting is the responsibility of the submitter. The City of Richmond accepts no responsibility for the information contained in any item approved for posting on this website, or any damages caused by the posting of incorrect or inappropriate information.

Any person posting information is responsible for obtaining permission before listing another person's contact information in a posting.

We reserve the right to edit any message for grammar, spelling, or clarity, and the right to refuse any message in our absolute discretion.

The Continue button will take the user to the Control Panel. The Logout button will log the user out, and return them to the Start screen.

## **Event Approval and Administration**

After your event is submitted, a member of the City of Richmond staff will review it before it is visible to the public. You may be contacted for further information about your event. If there are questions about your event and you cannot be reached, your event will not be approved. In many cases, events will be approved within one business day, but this is not guaranteed. We recommend you submit your event information to the Calendar as far in advance as possible, preferably several months, to allow as many people as possible to find your event.

For help submitting events, to make any corrections or updates to a submitted event, or to request that your event be removed from the calendar, please email [eventsalendar@richmond.ca](mailto:eventsalendar@richmond.ca).