

# Guidelines for posting events to the community calendar on [www.EngageKingsport.com](http://www.EngageKingsport.com)



Directions to make calendar postings to [www.EngageKingsport.com](http://www.EngageKingsport.com)

CLICK ON THE “**POST YOUR EVENT**” BUTTON AND JUST FILL OUT THE FORM.

Please make sure to follow these guidelines:

- Must include a contact person, email and/or phone number
- Include the organization’s website address
- Include an image (photo), the calendar works best with images for the event (I have been adding these images by searching the web and finding them and then adding them myself.) \*Please always include an image with every calendar posting.
- If for any reason there needs to be a correction or addition to a post once it has gone up, just email me your request.

Please let me know if you have any questions or suggestions. This is a community calendar and we want you to use it and feel like it is yours. We are getting quite a lot of traffic to this part of the website.

Thank you,  
Will Stephanos

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