

How to Submit to the Event Calendar:

Go to www.monmoutharts.org/event-calendar. Click the Add Event button in the top left of the calendar. If you aren't logged in already, you will be directed to log in. If you're new to the events calendar and don't have an account with the Timely calendar platform, create an account by clicking the Sign Up button at the bottom of the login window. Once you are logged in or create an account, you can begin to create your event. Enter the appropriate information about your event for each category. Click Submit Event.

In order for the event calendar to be efficient and useful to the public, the information entered must be accurate. Once your event is submitted, Monmouth Arts will review it. If the information about your event is incorrect, your event will be rejected. You'll need to make the necessary corrections before it can be accepted.

Submission Guidelines:

A. If you have an event that is only one day:

Enter the same date in the Starts and Ends categories with the corresponding times.

Example: Monmouth Arts Workshop on Friday, January 21 from 5:00 – 7:00 pm

Set the following:

- Starts: 1/21/22 5:00 pm
- Ends: 1/21/22 7:00 pm

B. If you have an event that is multiple days but is the same time each day:

Enter the same date in the Starts and Ends categories with the corresponding times. Then select one of the repeat options (custom, daily, weekly, or monthly).

Custom repeat

Example: Monmouth Arts Showcase starts on Friday, January 21 from 10:00 – 4:00 pm and repeats on random days (1/22, 1/28, 1/29).

Set the following:

- Starts: 1/21/22 10:00 am
- Ends: 1/21/22 4:00 pm
- Select Add Recurrence. Select Custom. Select dates 1/22, 1/28, 1/29.

Daily repeat

Example: Monmouth Arts Showcase starts on Friday, January 21 from 10:00 – 4:00 pm and repeats once every day until 1/30.

Set the following:

- Starts: 1/21/22 10:00 am
- Ends: 1/21/22 4:00 pm
- Select Add Recurrence. Select Daily. Input 1 so it repeats every 1 day. Set end date to 1/30.

Weekly repeat

Example: Monmouth Arts Showcase starts on Friday, January 21 from 10:00 – 4:00 pm and repeats every Friday and Saturday until 2/27.

Set the following:

- Starts: 1/21/22 10:00 am
- Ends: 1/21/22 4:00 pm

- Select Add Recurrence. Select Weekly. Select Friday and Saturday. Input 1 so it repeats every 1 week. Set end date to 2/27.

Monthly repeat

Example: Monmouth Arts Showcase starts on Friday, January 21 from 10:00 – 4:00 pm and repeats every last Friday of the month until 4/31.

Set the following:

- Starts: 1/21/22 10:00 am
- Ends: 1/21/22 4:00 pm
- Select Add Recurrence. Select Monthly. Select Day of the Week. Select Last and Friday. Input 1 so it repeats every 1 month. Set end date to 4/31.

Please note: You must set an end date for your recurrence. If not, your event will appear in the calendar infinitely.

C. If you have an event that is multiple days and the hours differ each day:

Set the start date as the day the event starts and the end date as the last day of the event. Include the specific times within the description of the event. The event will remain at the top of the calendar every day until the last day of the event. This is preferred to creating a recurring event so that the event doesn't congest the calendar with multiple repeats.

Example: Monmouth Arts Exhibition opens on Friday, January 21, and closes on Sunday, February 27. The gallery hours are Mon., Tue., Wed., 9-5; Thu., Fri., 10-4; Sat., Sun., 12-4.

Set the following:

- Starts: 1/21/22 12:00am
- Ends: 2/29/22 12:00pm
- Description: Gallery hours are Mon., Tue., Wed., 9-5; Thu., Fri., 10-4; Sat., Sun., 12-4

Guidelines for Specific Events:

Call for Entries

If you are submitting a call for entries, you must set the date as the submission deadline.

Example: Monmouth Arts Call for Entries submission deadline is February 22 at midnight.

Set the following:

Starts: 1/22/22 12:00 am

Ends: 1/22/22 12:00 pm

Please note that our biweekly newsletter "Opportunities in the Arts" has a dedicated section for Call for Entries and is the ideal place for listing your submission opportunities.

Ongoing Event (such as an Exhibition or Workshop Series)

If you are submitting an event that runs multiple days over the span of several weeks or months, **do not set the event as recurring**. This will congest the calendar with only your event. Instead, please follow the instructions in Section C.