
Calendar Event Guidelines & Submission Instructions

Guidelines:

- Calendar listings will only be accepted from Textile Center members & Guilds for events and meetings taking place at Textile Center
- Calendar listings must be complete with the following information in order to be accepted: Date(s), time, location (Textile Center), and must be color-coded in ● **ORANGE**. It is highly recommended that you provide a URL for people to find more information.
- If your event runs consecutive days in a row, please put the time period as follows:
start = the start time on the first day of your event
end = time when your event ends on the last day of the event
You can list the hours each day of the event under the description. Do not make a separate event for each day of the event.

Please note: We will accept events (that follow above guidelines) as quickly as possible during business hours. Your event may take a day to appear on the website calendar AFTER your event is accepted. Please contact Mia with any questions at mfinnamore@textilecentermn.org.

FIRST STEPS:

- You must have a Google account in order to create an event
- Login to your account, and go to your calendar at <https://calendar.google.com/calendar/r>
- Double click on the day of your event to bring up your event creation window
- Proceed to the following page for examples on how to create a single day and multiple day (consecutive) event. Please include all highlighted information.

SINGLE DAY EVENT EXAMPE:

The screenshot shows a single-day event creation interface. At the top, the event title is "Example Event". The date and time are set to "May 16, 2019" from "10:00am" to "1:00pm" on "May 16, 2019". The location is "Textile Center, 3000 University Ave SE # 100, Minneapolis, MN 55414, USA". The notification is set to "30 minutes". The guest list includes "youremail@gmail.com" and "textilecentercalendar@gmail.com". The "Guests can:" section has "See guest list" unchecked. The event URL is "textilecentermn.org/". Annotations include: "Select 'Tangerine'" pointing to the color selection dropdown; "Event URL" pointing to the URL field; and "Make sure 'See guest list' is unchecked for privacy" pointing to the "See guest list" checkbox.

- Add Textile Center as a guest by typing in "textilecentercalendar@gmail.com" in the "Add Guests" box above. This will automatically send us an email to accept your event / add it to our calendar.

MULTIPLE DAY (CONSECUTIVE) EVENT EXAMPE:

The screenshot shows a multiple-day event creation interface. The event title is "Example Event". The date and time are set to "May 16, 2019" from "10:00am" to "5:00pm" on "May 17, 2019". The location is "Textile Center, 3000 University Ave SE # 100, Minneapolis, MN 55414, USA". The notification is set to "30 minutes". The guest list includes "youremail@gmail.com" and "textilecentercalendar@gmail.com". The "Guests can:" section has "See guest list" unchecked. The event URL is "https://textilecentermn.org/". Annotations include: "Select 'Tangerine'" pointing to the color selection dropdown; "Hours each day of event, Event URL" pointing to the "Hours" field; and "Make sure 'See guest list' is unchecked for privacy" pointing to the "See guest list" checkbox.

- Add Textile Center as a guest by typing in "textilecentercalendar@gmail.com" in the "Add Guests" box above. This will automatically send us an email to accept your event / add it to our calendar.