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 EXAMPLE:**

- 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 EXAMPLE:**

- 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.

- Select “Tangerine”
- Make sure “See guest list” is unchecked for privacy
- Hours each day of event,
- Event URL
- Youremail@gmail.com
- Event URL
- Youremail@gmail.com

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