



**BUENA VISTA
& SALIDA**
Colorado

HOW TO PUT YOUR EVENTS ON THE COLORFUL COLORADO CALENDAR

THREE EASY OPTIONS TO CHOOSE FROM

<https://www.colorfulcolorado.com/events/>

1 Your Website

- Use a Website Calendar Plug-in or service on your website to post an event
- Use Consistent & Proper Event Structure
- **SEE EXAMPLE** -

2 Your Facebook

- Create a Facebook Event, NOT Just a Post!
- Your Account & Event **MUST BE PUBLIC (No Private Groups)**
- **SEE EXAMPLE** -
- Use Consistent & Proper Event Structure
- **SEE EXAMPLE** -

3 Manually on Colorful Colorado

- Go to Colorful Colorado Website:
<https://www.colorfulcolorado.com/events/>
- Select the "**Add Event**" Button at the top of the Page and Follow the Instructions
- **SEE EXAMPLE** -

All submissions are subject to approval. Please allow up to 24 hours for your event to appear on the calendar following approval.

IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE ADDING AN EVENT EMAIL
calendars@destinationiq.com





Your Website

- Use a Website Calendar Plug-in or service on your website to post an event
- **Make sure your event has Consistent & Proper Event Structure**
- **EVERYTHING below is REQUIRED**



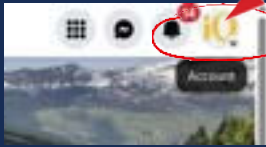


2 Your Facebook

- Your Account **MUST BE PUBLIC (No Private Groups)**
- Screenshots are for Desktop, Mobile will be Similar

► Step 1

Go to "**Settings**" in upper right corner (your profile picture)



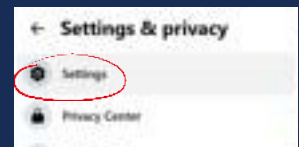
► Step 2

Click "**Settings & Privacy**"



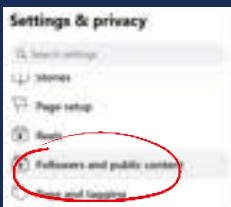
► Step 3

Click "**Settings**"



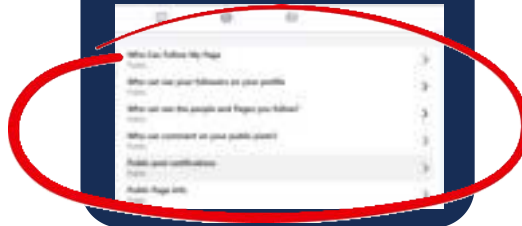
► Step 4

In the left menu bar, select "**Followers and Public Content**"



► Step 5

Make sure all settings are set to "**Public**"



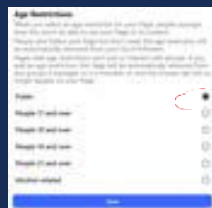
► Step 6

Click "**Age Restrictions**"
Scroll down in same settings area



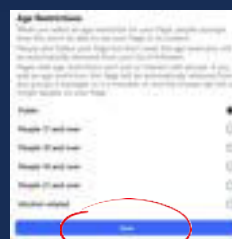
► Step 7

Confirm Country and Age Restrictions are set to "**Public**"



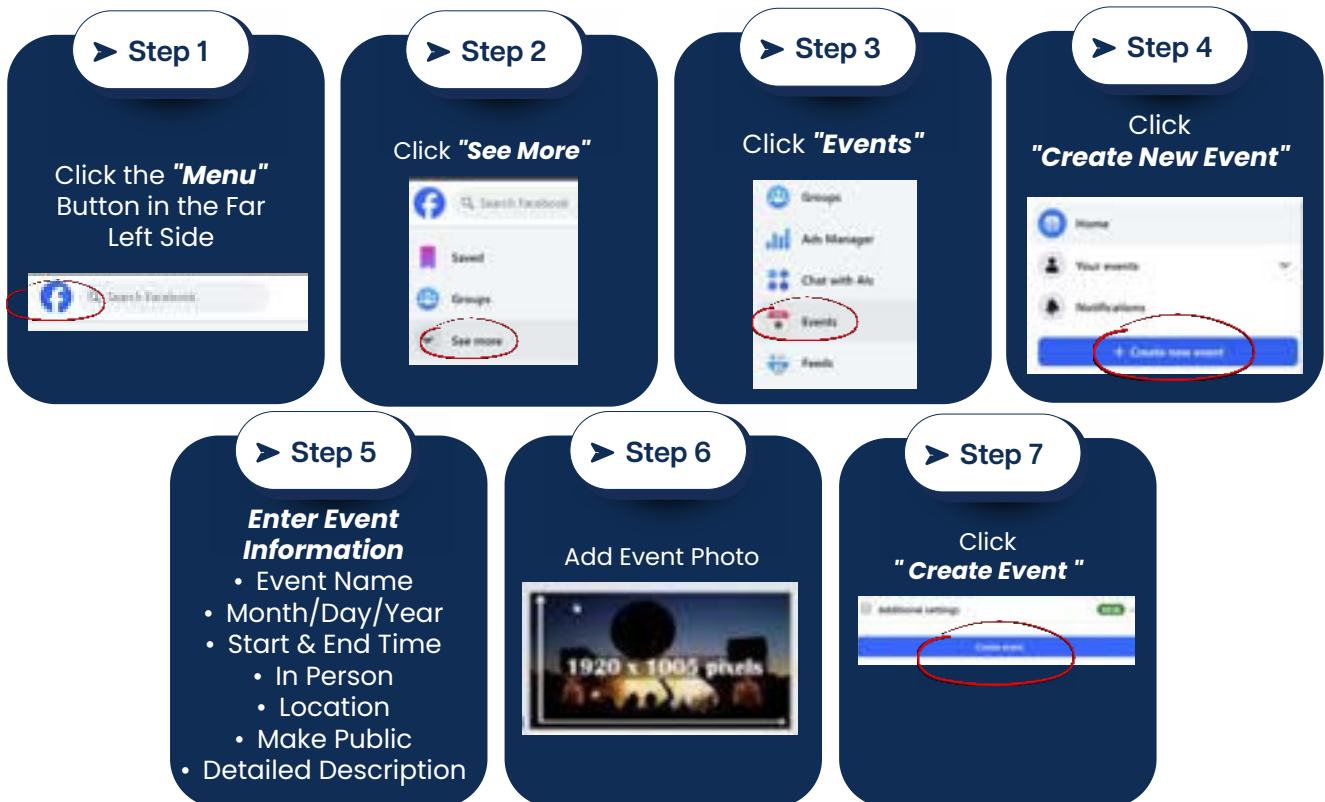
► Step 8

Click "**Save**"



2 Your Facebook

- Create a Facebook Event, NOT Just a Post!
- Your Event **MUST BE PUBLIC**
- **Make sure your event has Consistent & Proper Event Structure**
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EVERYTHING below is REQUIRED



MANUALLY ENTERING EVENT ON COLORFUL COLORADO

<https://www.colorfulcolorado.com/events/>

3 Manually on Colorful Colorado

- Go to Colorful Colorado Website: <https://www.colorfulcolorado.com/events/>
- Select the **"Add Event"** Button at the top of the Page and Follow the Instructions
- Screenshots are for Desktop, Mobile will be Similar

> Step 1

Visit our Calendar at:
<https://www.colorfulcolorado.com/events/>



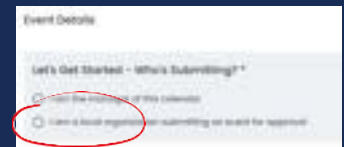
> Step 2

Select the **"Add Event"** button at the top of the page.



> Step 3

Choose the option **"I am a local organization submitting an event for approval."**



> Step 4

Enter your event details

- Your **organization** name
- Organization **Email Address**
- **Event title**
- **Description**
- **Month/Day/Year**
- **Start & End Time**
- **Location** (Physical Address)
- **Categories & Tags**

> Step 5

Upload a Photo.



Make sure information on photo is correct: Location, Dates & Time.

> Step 6

Click **"Save"** in the top right corner



Once approved, your event will appear on the calendar for everyone to see