

How to add an event to the CMG calendar

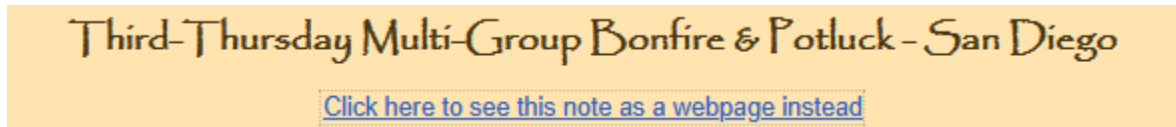
Section I – ADDING SOMETHING TO CONSTANT CONTACT TO MAKE CALENDAR ENTRY EASIER

The first step is always to create the eNotify in Constant Contact. Every note you send should include the option for “[Click here to see this note as a webpage instead](#)”. If you don’t know how to set that up, continue with these instructions. If you’re already doing that, skip to Section II.

To add the line above, which will help you in doing calendars, log into [Constant Contact](#) and go into any Constant Contact eNotify that you plan to send out.

Under the heading, you will hopefully see something that looks like the text above. If so, you’re set. If not:

- Find the box with the heading line and add a new line under that
- choose Insert and then the option for “View As Webpage”
- In the box, replace the text “View as Webpage” with “Click here to see this note as a webpage instead” and click “Insert” to complete it.
- highlight the text you just added and make it blue and underlined to look like a link, looking like this:



After you send the eNotify, you’ll want to use the URL of that webpage link in the calendar creation to save you a lot of typing time. Once you do this in all your templated events, you’ll never have to do section I again because you’ll keep cloning notes that already have it.

When you send out the note, you’ll see in the CC report a nice short equivalent of the link, something short like <https://conta.cc/4hCCPqA>

I like to use the short one, but the longer URL that’s in the eNotify behind the “Click here” line works just fine, too.

Section II – STARTING TO CREATE YOUR CALENDAR ENTRY

The reason I wanted you to learn Section I first is that the calendaring process has us re-doing the whole description and more for the calendar. That’s double work, since it’s all there in the eNotify already.

If you follow these instructions BUT use the link I taught you as the main part of your description, calendar creation becomes much faster.

Here is the link to the form to ADD A NEW CALENDAR ENTRY: <https://thecmg.org/events/community/add> . Bookmark that, since you’ll need it a lot.

If you ever want to EDIT or DELETE one you’ve created, bookmark this as well for that purpose:

EDIT or DELETE A NEW CALENDAR ENTRY: <https://thecmg.org/events/community/list> .

(NOTE: You *could* actually always just use the latter one, if you want, and click the “ADD NEW” button on that page to get to the first link; bookmarking both just saves a step every time you create a new one.)

So why am I so big on your adding the “click here to see note as a webpage” link on every eNotify? The answer is clearer in following this example than explaining the concept:

For example, we sent out the notice for the bonfire.

If you had gone to the San Diego events page at that time, you’d first see this:

THU
20

June 20 @ 6:00 pm - 8:30 pm PDT

Third-Thursday Multi-Group Bonfire / Potluck – San Diego

Mission Bay (details in the link)

A fun bonfire potluck along the bay, featuring men from various social groups around San Diego! We bring together men from CMG, Great Outdoors, SAGA ski club and more for [...]

Just bring your potluck item!

Notice that it cuts off with the [...]. That's on purpose. It's just the teaser to get them to click the title to learn more. When they do, they get this:

June 20 @ 6:00 pm - 8:30 pm PDT **JUST BRING YOUR POTLUCK ITEM!**



A fun bonfire potluck along the bay, featuring men from various social groups around San Diego! We bring together men from CMG, Great Outdoors, SAGA ski club and more for good food and good fun. For all the details, click to posting at:

<https://conta.cc/4bn1Gfh>

See how having the Constant Contact link helped me bypass creating almost any description? All the details they'd need is in copy of the eNotify that they'll be taken to by that link, so no double work.

One caveat: Why do I put those two lines of text at all? Because we DON'T want the Constant Contact link to appear on the **first** page. I wish we could but if it shows up there, it's not clickable, so it's confusing. That's why there needs to be just enough text to push that link off the edge so it's only on the second page.

SECTION III – GETTING THE CONSTANT CONTACT LINK YOU’RE GOING TO USE

The simplest way is to go to the eNotify that you sent out and copy the link behind “[Click here to see this note as a webpage instead](#)”. You should be able to right-click and save the hyperlink. Or you can just click it and copy the URL of the page it takes you to.

That said, it’s a rather long link to put in a note. There’s a way to get a shorter version like the red circled one above:

- 1] Go into the Constant Contact list of events and find the one you are calendaring.
- 2] Next to the “Copy” button is three dots. Click that and choose “Details”.
- 3] You should see a nice short link like <https://conta.cc/4hCCPqA> .
- 4] Right-click it and choose “Copy link”.

Whichever link you use, it’s ready for the description field in your calendar entry.

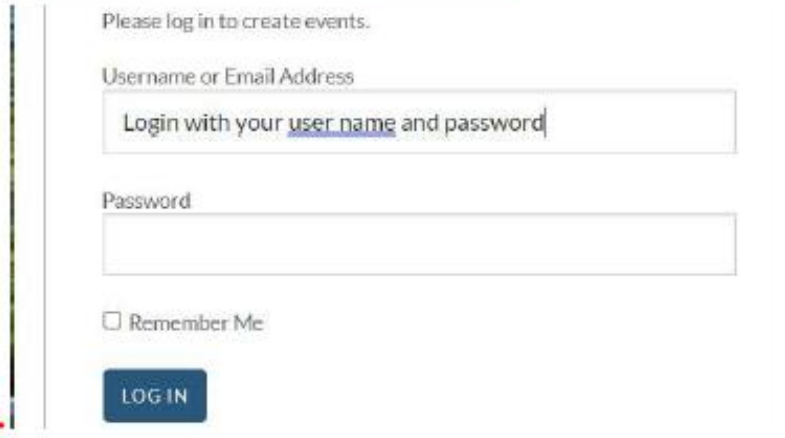
The next page takes you through creating the calendar link.

SECTION IV – **AT LONG LAST:** CREATE THE CALENDAR ENTRY USING THE CONSTANT CONTACT LINK

Step 1 is to log in

Go to <http://thecmg.org/events/community/add> and login to access the submission form

1.



Step 2 and 3 are where you put in a title and a short description of them event, ending with the Constant Contact link. Be sure you use at least 100 characters before you put in the link (long story why, but it makes a difference) and always the description with these words:

FOR ALL THE DETAILS, CLICK BELOW WHERE IT SAYS: "Website: View Website →"

EVENT TITLE: *(required)*

2 CMG-SD A Pool Party Potluck...in MAY??? Yep! 2025-05-03

EVENT DESCRIPTION: *(required)*

VISUAL TEXT

PARAGRAPH

3 With a super-heated pool and hot-tub we'll chase that May Gray away with fun together! CMG potluck pool parties are always a good time and this one should be extra charged up as people get their summer going early with us. FOR ALL THE DETAILS, CLICK BELOW WHERE IT SAYS: "Website: View Website →"

Step 4 is where you put in the time and declare if this is once or repeating.

4 EVENT TIME & DATE

Start/End:

06/19/2025

5:30pm

to

8:30pm

06/19/2025

☐ All Day Event

Recurring Event:

SCHEDULE MULTIPLE EVENTS

Step 5 is to upload an image.

5 EVENT IMAGE



Uploaded: aSD-2023-bonfire-cropped-7.jpg

[Remove image](#)

Step 6 is to set your city

6 AREA DETAILS

Area:

San Diego Events[×] ▼

Step 7 is to paste in that link from Constant Contact that you created in the first few pages of this document.

7 EVENT WEBSITE

External Link:

<https://conta.cc/43zl5J4>

Skip all the rest of the fields and click submit event because they'll get the other details in the constant contact link, saving you work and avoiding possible errors of mismatching info. Good luck!