

How to add an event to the CMG calendar **without** a CC URL

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

When creating eNotifies in Constant Contact, **every** note sent should include the option for “[Click here to see this note as a webpage instead](#)”. For most cities, that’s an important part of putting an event on the calendar and if you ARE going to send any eNotifies about this specific event, you’re reading the wrong set of instructions. Instead, read “How to add an event to the CMG calendar **using** a CC URL”.

If, however, you’re going to put them directly on the calendar without sending an email about this specific, then read on.

Section II –CREATING YOUR CALENDAR ENTRY

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

If you ever want to EDIT or DELETE one you’ve created, bookmark this next one as well for those two purposes: **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. From that page, you could click the “ADD NEW” button to get to the other link; bookmarking both just saves a step every time you create a new one.)

Step 1 is to log in:



The screenshot shows a web browser window with the address bar displaying <http://thecmg.org/events/community/add>. The page content includes the instruction "Go to <http://thecmg.org/events/community/add> and login to access the submission form". Below this, a login form is displayed with the heading "Please log in to create events.". The form contains two input fields: "Username or Email Address" and "Password". The "Username or Email Address" field has placeholder text "Login with your user name and password". Below the password field is a checkbox labeled "Remember Me". At the bottom left of the form is a red "1." and at the bottom center is a blue "LOG IN" button.

Step 2 and 3 are where you put in (2) a title and (3) a short description of them event, ending with the Constant Contact link. Be sure you use at least 100 characters in your description before skipping to a second paragraph. This has to do with the fact that the teaser screen shows part of the description and you don't want it to be a complete thought or they might think that's everything and fail to click through for all the details. If the sentence is interrupted, it's more obvious that you have to click on the title to see the rest of the information.

Unlike the example below, which uses a Constant Contact link, you'll want to describe your event as fully as you can EXCEPT I don't recommend including the time there because you'll be duplicating the time function in the steps that follow and the more repeats of info, the more that you can get it out of sync.

Of course, if you need more specifics like "Arrive between 5:30 and 6; dinner will be served at 6:30 and the pool opens at 7:30" then do as you must in the description.


The screenshot shows the 'EVENT TITLE: (required)' field with the text 'CMG San Diego Planners Meeting' and a red '2' next to it. Below this is the 'EVENT DESCRIPTION: (required)' field with a red '3' next to it. The description text is: 'The planners for CMG San Diego are meeting to discuss upcoming events. Come be a part of the team in figuring out what we'll do, where we'll go, and who will do which parts to make great fun and connections for men at our events!'. Above the description field are buttons for 'VISUAL' and 'CODE'. Below the description field are buttons for 'B', 'I', 'LINK', 'B-QUOTE', 'DEL', 'INS', 'IMG', 'UL', 'OL', 'LI', 'CODE', 'MORE', and 'CLOSE TAGS'.

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

The screenshot shows the 'EVENT TIME & DATE' section with a red '4' next to it. It includes a 'Start/End:' field with the date '06/19/2025', time '5:30pm', and 'to 8:30pm' on '06/19/2025'. There is a checkbox for 'All Day Event' which is unchecked. Below this is a 'Recurring Event:' field with a button labeled '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 SKIP SEVERAL OFFERINGS YOU DON'T NEED THAT MUDDY THE WATERS.

- **Skip Event Categories**
- **Skip Event Tags**
- **Skip Virtual Event** (unless it is one),
- **Let “Events Status” default to “Scheduled”** (unless you’re cancelling it, postponing it, or moving it to online)
- **Skip Location Details** (maybe someday we’ll learn how to add those, but just include that in the description).

Step 7 – Area Details – is where you set your region (CMG-DC, CMG-SD, etc) If it’s statewide, choose “All Events”.

7 AREA DETAILS

Area:

All Events* ▾

[Edit Area](#)

Find an Area

Al Abramovitz

All Events

Bay Area Events

Desert Cities Events

Los Angeles Events

Step 8 – Skip “Event Website”. This is important if you are using a Constant Contact link, but in this case you are not.

Step 9 – Event Cost. This field is optional. If you have a flat-rate cost for your event, you can enter it here. If it's free, you could put in a 0. Or you can leave the field blank and just state in the description what the cost(s) are.

Step 10 – Click to submit the event. Make sure it doesn't give you an error message that you need to fix anything. If you don't get “Event updated. (View | Edit)”, then you haven't gotten it right somewhere.

Step 11 – Verify that it posted. The event should show up in two places if you chose a region.

11a. Verify that it's showing in your region by:

- going to www.TheCMG.org
- hover over “Local and Online events”
- click on your region
- verify that you see the teaser for the event
- click the event title to see the full event description

11b. Verify that it's showing up under “All Events”

- hover over “Local and Online events”
- click on “All Events”
- verify that you see the teaser for the event, which will not have any description on “All Events”
- click the event title to see the full event description

Step 12 – Evaluate:

If you see it looking good there, you're set!

If you see it but something isn't right, you can click “Back” till you get to the “View/Edit” button or go to the link from the top of Section II (<https://thecmg.org/events/community/list>) and find the event