

STEPS FOR ADDING AN EVENT TO THE EXPLORE ELKIN CALENDAR

1. Visit the Website, exploreelkin.com

- Alternatively, you can skip Step 2 and go directly to exploreelkin.com/events.

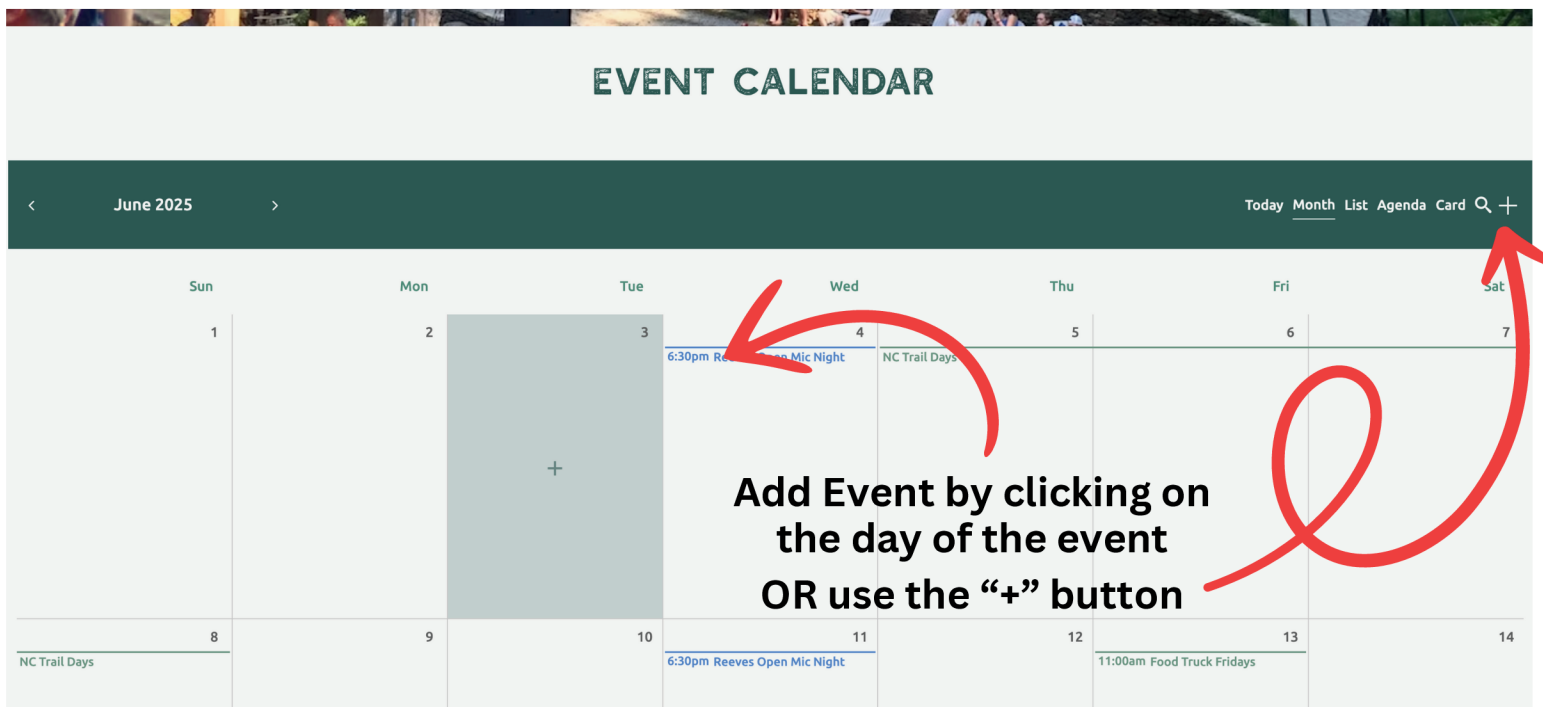
2. Navigate to the Events tab and select Event Calendar.

3. Choose the Event Date

- Find the date of your event on the calendar.
- OR click the + icon at the top right of the calendar next to the Search icon to add your event.

4. Enter Event Information

- Custom Link: The system can be finicky about these. If it doesn't accept your Facebook event page, ticket link, etc., make sure to include the link in the event description.
- Images: Upload a square graphic for the best visual impact. Images are not required but make your event more appealing.



Add Event by clicking on
the day of the event
OR use the “+” button

- Color Section: Ignore this field. Instead, use the appropriate category(s) to describe your event.
- Venue Information: Not required but useful if your event is held at a different location and you want to share their details.
- Organizer Information: Required. Include your or your business information so attendees can contact you with questions.
- Personal Information: Required. This information is sent directly to Explore Elkin and will not be publicly visible.**

****If your event is a recurring event....please let us know the reoccurring dates here. We will manually add these in!**

5. Submit for Approval

- Once submitted, your event will be sent to the Explore Elkin team for approval. If additional details are needed, we'll contact you via email.

WHY SUBMITTING EVENTS IS IMPORTANT

Showcase Elkin as a Fun Destination

The more events listed on the calendar, the livelier Elkin appears to residents and visitors alike!

Promote Events Through the Explore Elkin Weekly Newsletter

If your event isn't on the calendar, we might not know about it—and can't include it in our newsletter or marketing.

Boost Website Traffic and Elkin's Visibility

A full calendar draws more visitors to the Explore Elkin website. Increased traffic improves Elkin's ranking on search engines, attracting more people to town and supporting local businesses.

Foster Community Support

It takes a community to make Elkin thrive. By submitting your event, you're helping to support local businesses, organizations, and residents.