



401 South Park Avenue • Winter Park, Florida 32789

407-599-3343 • cityofwinterpark.org

Communications

Submitting an event on website event calendar

1. Go to the city's [event calendar](#) and click the '+ADD EVENT' button.



PLEASE NOTE: Events must be within city limits, co-sponsored by the city, or in support of city entities to qualify being added to the events calendar, as well as submitted at least one week prior to event date.



2. Create an account with Time.ly(the city's event calendar management software). Make sure to remember the login information for the account created. This account will be used for all future events that are submitted by your organization.

Email address

Password

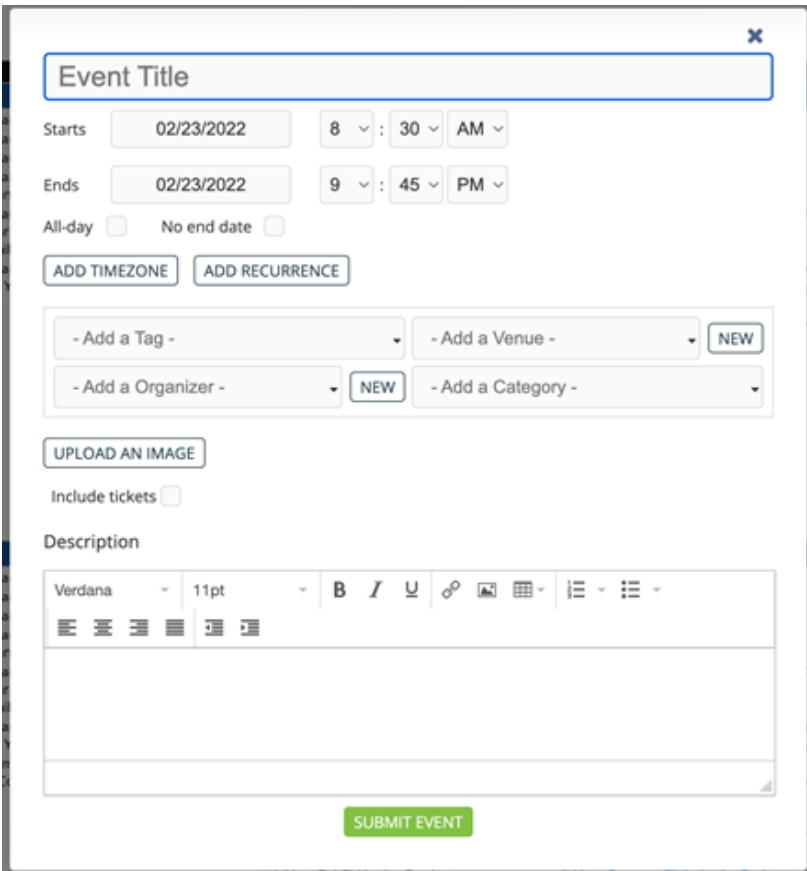
Remember me [Forgot password](#)

LOGIN

Login using

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3. After creating an account with Time.ly, input all event details and then submit the event. Please make sure to upload an image with event submittal. Do NOT upload posters or flyers. Logos or photos only, please.



The image shows a screenshot of the Time.ly event creation interface. At the top, there is a text input field for the "Event Title". Below this, the "Starts" section is set to 02/23/2022 at 8:30 AM, and the "Ends" section is set to 02/23/2022 at 9:45 PM. There are checkboxes for "All-day" and "No end date", both of which are currently unchecked. Below these are two buttons: "ADD TIMEZONE" and "ADD RECURRENCE".

The next section contains four dropdown menus for adding details: "- Add a Tag -", "- Add a Venue -", "- Add a Organizer -", and "- Add a Category -". Each dropdown menu has a "NEW" button next to it. Below these is a button labeled "UPLOAD AN IMAGE".

There is a checkbox for "Include tickets" which is also unchecked. Below this is a "Description" section with a rich text editor. The editor's toolbar shows the font set to "Verdana" and size to "11pt", with options for bold, italic, underline, link, image, table, list, and link. The description text area is currently empty.

At the bottom center of the form is a green button labeled "SUBMIT EVENT".

The event will be submitted and sent to the Communications Department for review. It will be published to the event calendar if the event submitted meets all requirements and is within city limits.