

ADDING AN EVENT

Step-by-Step Guide

Wilds Cooperative of PA (WCO) members are encouraged to share events with the network! This helps us promote you to travelers and other organizations in the PA Wilds. Whether you're holding a chainsaw carving event or an art show, participating in an exhibition, or offering a workshop – we want to hear from you!

BASIC EVENT SUBMISSION REQUIREMENTS

All event submissions must feature a WCO member or be located at a WCO member location. All approved events will be featured on www.WildsCoPA.org/events -- the network's event calendar. In order to be featured on www.PAWilds.com/events – our regional visitor platform's event calendar -- events must also be based in the PA Wilds and appeal to visitors or travelers.

To submit an event, you will need to be logged into your WCO account.

HOW TO SUBMIT AN EVENT

1. Go to www.WildsCoPA.org/events/add-an-event.
2. If you are not already logged into your WCO account, you will be prompted to sign in. If you do not remember your password, you can request a new password, and it will be emailed to you.

Wilds Cooperative of PA
IS HERE

HOME ABOUT OPPORTUNITIES TOOLS DIRECTORY MEMBER LOG IN

MEMBER LOG IN

Sign In
with your email and password.

Email

Password

Sign In

Request Password
We will email you a new password so you can access your account.

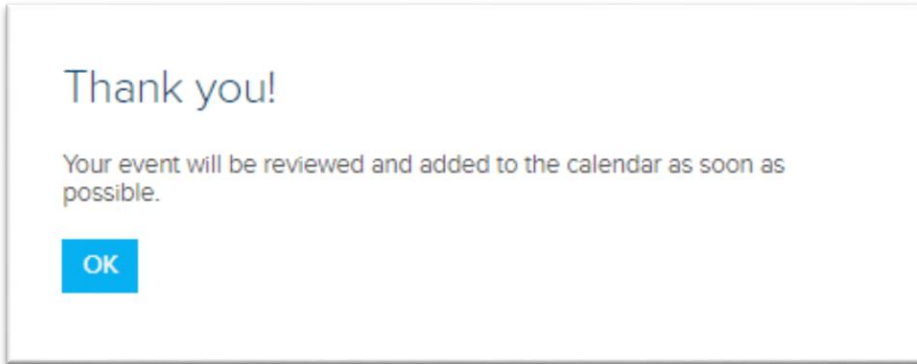
- Once logged into your account, the page will transform to include an Event Setup form. Complete all fields relating to the event basics: title, start/end dates and times, location, and event link. Note: For the “Event Category” field, select “Wilds Cooperative Member Events” -- unless you are hosting a virtual webinar. Tip: Your Event title is one of the first two things that someone will see: be sure it is clear and enticing!

The screenshot shows the Wilds Cooperative website's event setup interface. At the top, there is a navigation bar with links for HOME, ABOUT, OPPORTUNITIES, TOOLS, DIRECTORY, and MEMBER LOG IN, along with social media icons for Facebook, Pinterest, and Instagram. The main heading is "Ready to promote your event?". Below this, there is a brief instruction: "To add your event to the WCO Events Calendar, you must first be a member of the network and you must be logged into your account. Not yet a member? Learn more and join [here](#)." A blue button labeled "Event Setup" is visible. The form itself contains several fields: "Event category" (a dropdown menu currently set to "Wilds Cooperative Member Events", which is circled in red), "Event title", "Start" (with sub-fields for Date, Time (optional), and display as), "End" (with sub-fields for Date (optional), Time (optional), and display as), "Link to external event page" (with a sub-field for URL (optional)), "Place/location" (with a sub-field for Event location name (optional)), and "Event address" (with sub-fields for Street (optional) and City, state/province, postal code (optional)). On the right side, there is a "WHAT'S HAPPENING:" section listing upcoming events: "Dickens of a Christmas Celebration" (Sat Dec 4 2021, 09:00am EST), "Christmas on Main Street" (Fri Dec 10 2021, 09:00am EST - Sun Dec 12 2021, 06:00pm EST), and "Bellefonte Under the Lights: Winter Market 2021" (Sat Dec 11 2021, 04:00pm EST - 08:00pm EST).

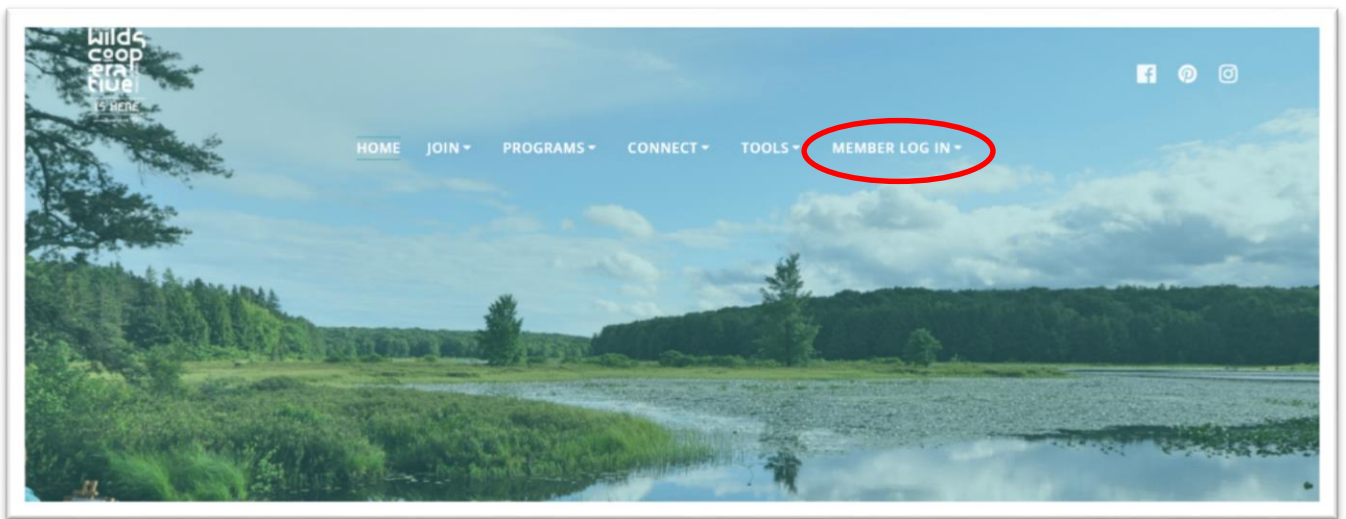
- The second part of the Event Setup allows you to add an event photo and a description. Tip: Be sure to add a photo, as this is one of the first two things someone would see in the event directory.

This screenshot shows the second part of the event setup form. It features a large, empty rectangular box with the text "Click or drop file here to upload image" centered inside. Below this box is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, and unlink. The editor's content area is currently empty, with a cursor at the top left. At the bottom of the form, there is a blue button labeled "Save & Continue".

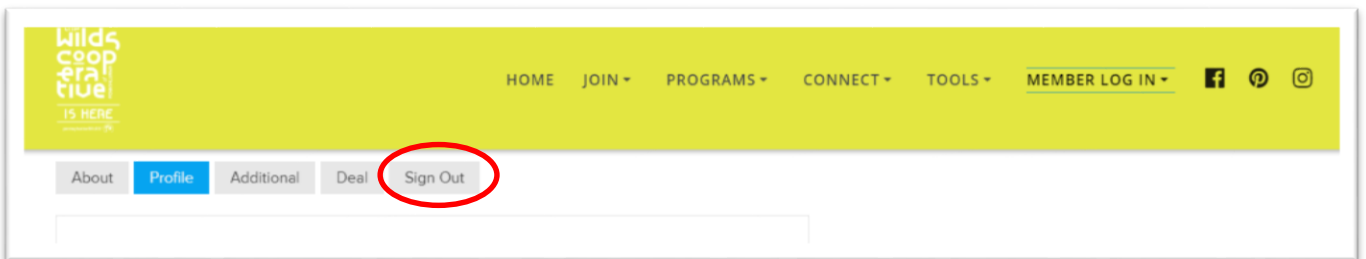
- Once you click the blue “Save & Continue” button (see photo in Step 4), your event will be submitted for review by WCO Administrators.



- To access your WCO profile or to log out, click “MEMBER LOG IN” in the top menu (see red circle below).

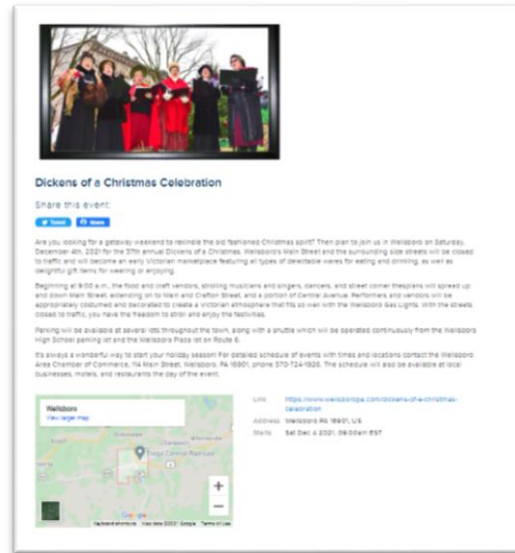
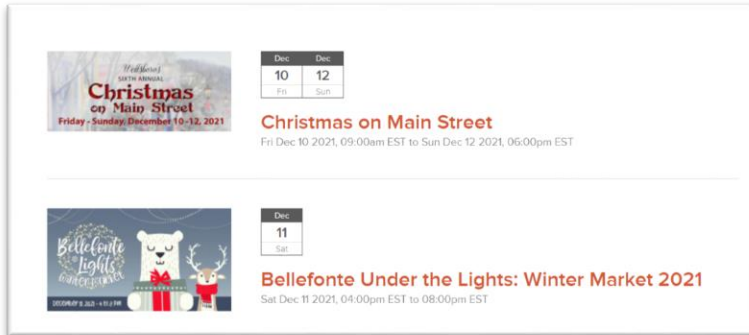


- And finally, if and when you're ready to sign out of your WCO account, simply click the “Sign Out” tab.



HOW EVENTS APPEAR ON THE WEBSITES

The featured image appears alongside the Event tile, as well as the start/end date and time information (left photo below). Viewers then click the event card to view the full description (right photo below).



QUESTIONS?

Email the Wilds Cooperative of PA Administrative Support at WildsCoPA@pawildscenter.org
Add WildsCoPA@PAWildsCenter.org to your contact list to ensure you receive email updates.