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.

3. 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!


4. 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.

5. Once you click the blue "Save & Continue" button (see photo in Step 4), your event will be submitted for review by WCO Administrators.
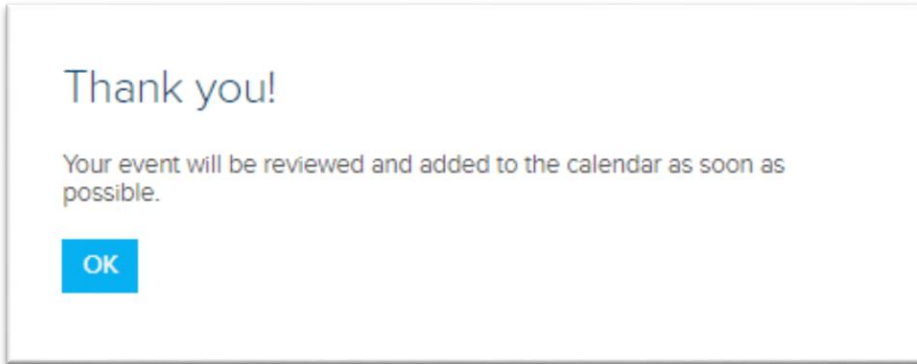
6. To access your WCO profile or to log out, click "MEMBER LOG IN" in the top menu (see red circle below).
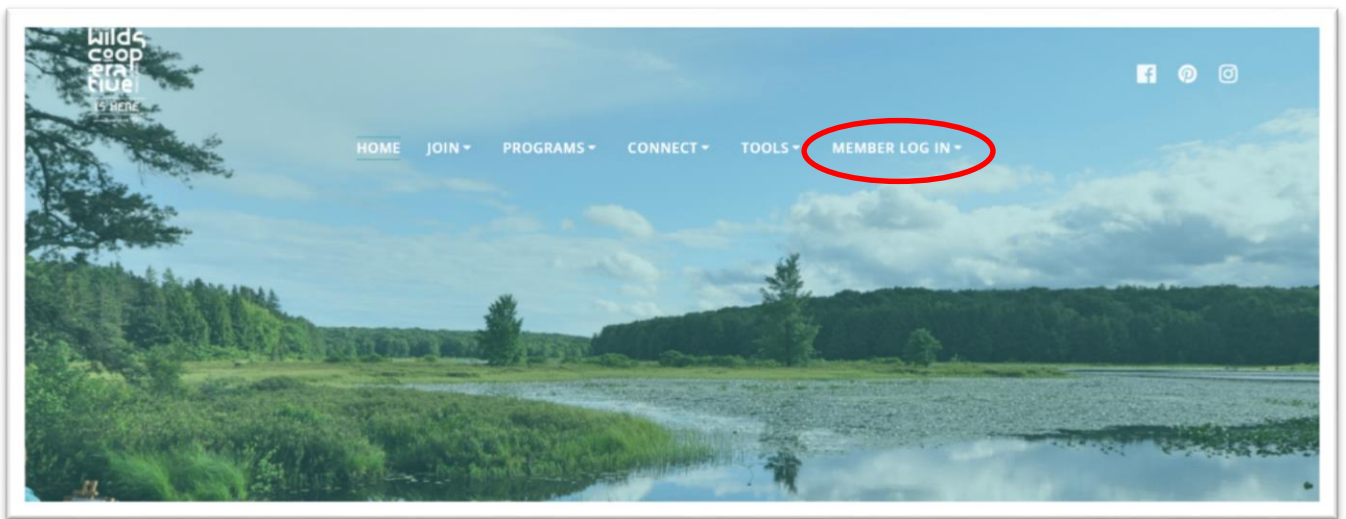

7. And finally, if and when you're ready to sign out of your WCO account, simply click the "Sign Out" tab.

If you need assistance, email WildsCoPa@pawildscenter.org.
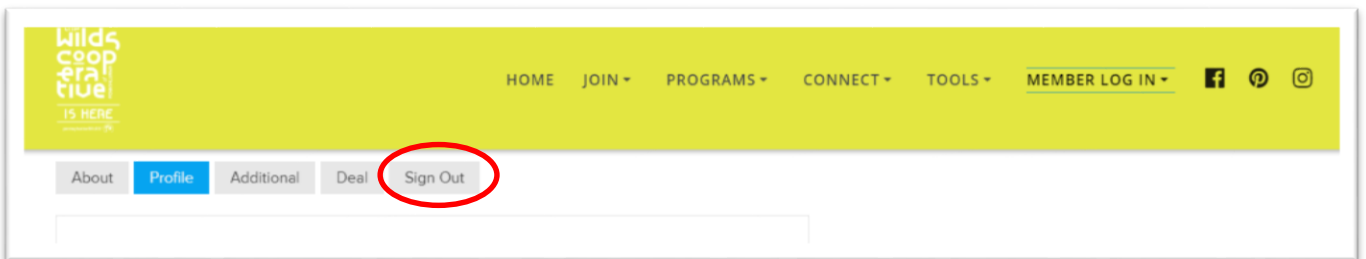
HOW EVENTS APPEAR ON THE WEBSITES

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).
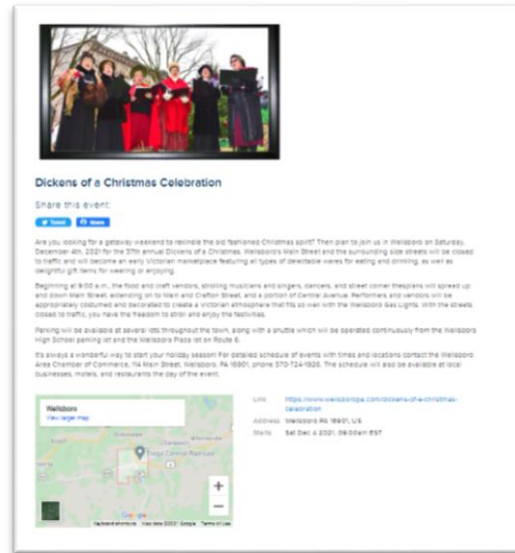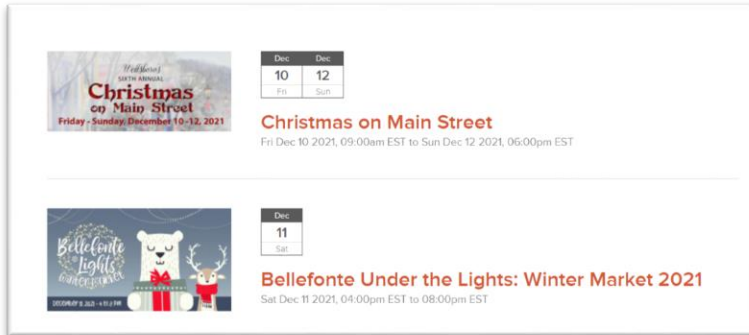
QUESTIONS?

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.