Quick Start Guide

Adding your event to this calendar
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Go to http://www.zoomaru5.com and register if you have not already done so.

If you have already registered, just login
2. Register

First time users must register before posting events. Once registered, you may post, edit and delete your events.

If you work for an organization, we recommend picking a username and password that everyone can remember, such as the name of the organization and a familiar password. That way everyone can post and edit events using the same username and password.

Do not use passwords that are used for banking or other sensitive purposes.

Complete your profile. Be sure to include a phone number and email so that calendar administrators can contact you if clarification is needed.

TIP: Make a note of your username and password:
3. Log in

Once you have registered, you will be asked to log in. Each time you want to post a new event, just log in with your username and password.

Using the same username and password gives you access to edit or clone all of “your” events. If you create a new username and password, you will not have access to your previous events with the new username and password.

TIP: Use the “Lost Password” button in the “Users” section to request that a new password be emailed to you.
4b. Log in

For Your Information:
If you have already registered, use this form to login. If you have yet to register, go to our simple registration form and create a free account. Once you have done so, you may login, add Events to the Calendar or create a Classified Want-Ad….

Forgot your password? Use the lost password form to email yourself a new one!

Users
Login
Lost Password

Calendar
View Current Events
View All Events
View Ongoing Events

Username:
Password:
Login

To find more events,
Search Calendar

Search Words

Register Now

Registered Users
Event Listing Guide
Calendar Home
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5. Add an Event.

Your username will appear on the page when you are logged in.

Click on “Add an Event” in the menu to get started.

Please keep in mind that for security purposes if your event listing is idle, that is, you do not move to the next input page, for about 20 minutes you will be logged out.
5b. Add an Event.

The green circles with a question mark in them provide valuable tips when clicked.

**Enter Event Title**
Choose start and end date using the calendar buttons.

Check the “Recurring Event” Box if:
Your event is one that occurs on a regular basis, i.e. weekly, monthly or annually.
If this is a recurring event, enter the start and end dates for the **first event** in the series.
You will have an opportunity to enter the recurrence sequence and end date of the series on page four.

Please note that all fields with a red title must be complete for the event to go live.
5c. Add an Event.

Enter Event Price. Spell out any different prices, such as adult, child, senior, etc.

Enter Event Price Link. If you offer online ticket sales, enter the link to your ticket sales web page. This will add a “Ticket” icon to your listing.

Select Primary Category
You will have the opportunity to refine your category further at the end of the event listing.

Click “Continue to nextpage ” at the bottom of this page
5d. Add an Event.

Upload an image.
You may upload an image such as a logo, graphic or photo. Follow the guidelines listed for image choice. The most common causes for image failure are when the file is not a jpg format or the file is too big.

Enter your event description. Put the most exciting information in the first sentence or two, as this is what people see when they first look at the calendar.

Specify sub-categories. Check the sub-categories that help to refine details about your event. Sub-categories differ based on your Primary Category.

Enter keywords. Keywords are words that are not contained in your event name or description.

Click “Continue to next page” at the bottom of this page.
5e. Add an Event.

Select Venue
Use the drop-down menu to find your venue. Be sure you know the exact name of the venue to avoid duplication.

If your venue is not listed...
5e. Add an Event.

Enter complete details if your venue is not listed in the drop down list. The venue will be added to the drop-down menu for future use.

Provide contact details for your event. This is the specific contact information for the event, not necessarily for the venue or the organization. You can use a link to the exact page on your website to find event information.

Specify the county where your event takes place. This is used to filter events on some calendars.

Click “Submit Entry” at the bottom of this page.
5f. Specify Recurring Event

If you are listing a recurring event you will be asked to fill in the occurrence at this point.

Click “Submit Entry” at the bottom of this page
6. Confirmation.

You will be directed to a confirmation page for your event. You event will now be “live” on Zoomaru calendars which match the filter criteria for your event.

Current partner calendars include:

- Arts and Culture Commission of Contra Costa County
- Auburn Symphony
- California Watchable Wildlife
- Center for Non Profit Leadership
- FoodWineArt Magazine
- Live From Auburn
- Nevada County Arts Council
- Zoomaru

You may use your username and password at the above calendars.
7. Editing and cloning

To edit or clone your event you must be logged in.

A quick shortcut for adding an event which is similar to an existing event is to clone the event, then edit the clone.

Select “edit an event”-- two options are shown here
7. Editing and Cloning

The cloned event, shown highlighted in green, is now ready for you to edit it.
Thank you!