



CSGA Calendar Event Submission Criteria

If you wish to have your society's events included on CSGA's online Calendar please provide the following information. Incomplete information will not be posted to the calendar. The webmanager will not visit your site to obtain information. CSGA wants to maximize event exposure without overloading the webmanager/calendar committee.

If your Society is a member of CSGA, a hyperlink to your event webpage or society website will be included in the Calendar. Don't have a Society webpage? Check out CSGA's WebBuild opportunity.

The following information must be provided in this sequence:

Society Name

Event Title

Event Short Description –

Date

Time

Event Type (e.g. Monthly meeting, Seminar, Workshop, etc.)

Speaker Name(s) – One or two names. We won't list a roster of speakers for an all day/multi speaker event that is what the hyperlink is for.

Location: Must have building name (e.g. Church, Library, Hall, etc.)

Street Address

City, State

Contact: information – name/phone/email

If your society is not a member of CSGA we will list your contact information but will not post a hyperlink to your event webpage or society webpage. Visitors to the CSGA calendar interested in your event will have to use a search engine to find your website. So, join us!

The information can be submitted to calendar@csga.com, in an email message, text document, or spreadsheet.

