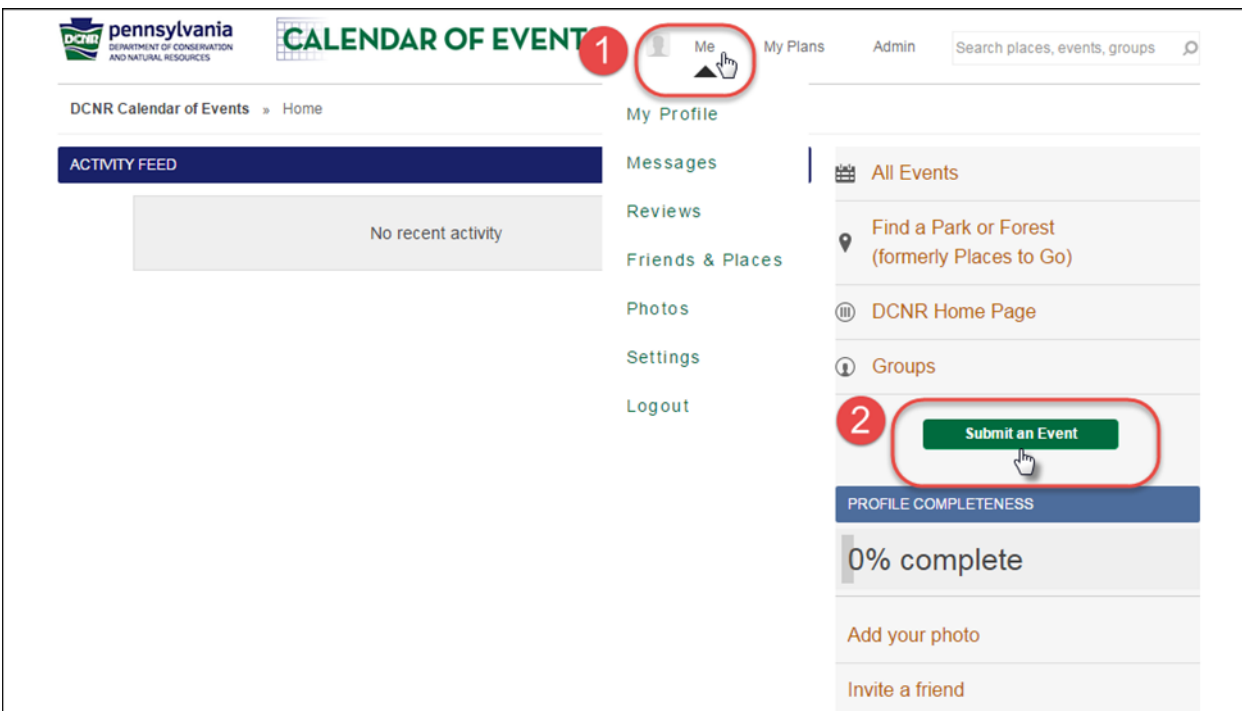# How to Submit a Trail Event for Hiking Week 2017

HIKING WEEK 2017: THURSDAY, MAY 25TH – FRIDAY, JUNE 2ND

1. Navigate to the DCNR Calendar of Events: www. http://events.dcnr.pa.gov/

2. If you are already a DCNR Calendar of Events User, Log-In

3. If you are NOT a DCNR Calendar of Events User, Sign-Up

4. Once signed-up and logged-in, navigate to the "Me" tab at the top of the page and click 'Submit an Event'

5. Next will be to enter in your event information:

Event Name ———————————→ Name of the event

Description

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Enter a description of the event; difficulty of the hike, mileage of hike, how to dress, what to bring, a telephone number/email to contact; any information that you think would be useful for attendees to know

Start Date ———————————→ Date which event will be held

Start Time ———————————→ Time which event will start

End Time ———————————→ Time which event will end, if available

Recurs ———————————→ Will this event reoccur; daily, monthly, weekly?

Add Dates

Event Place ———————————→ Name of location of event

Room

Address ———————————→ Enter in address of event

Twitter Hashtag ? ———————————→ The # will be added automatically; PAHikingWeek

Event Website ———————————→ Website of event, if available

Facebook Event Page ? ———————————→ Link this event to an event on Facebook to pull in attendee RSVPs

Event Photo

DCNR

Upload

Bureau	From the 'Bureau' drop down list, you will want to select the following: **- Forestry: if event is occurring in a state forest** **- State Park: if event is occurring in a state park**
Category	From the 'Category' drop down list, you will want to select the following: **ExplorePAtrails and Get Outdoors PA**
Outdoor Activity	From the 'Outdoor Activity' drop down list, you will want to select the activity that best suites your event
Region	From the 'Region' drop down list, you will want to select the Region that your event is located in
Seasonal Event	From the 'Seasonal Event' drop down list, you will want to select: **Hiking Week'**
Target Audience	From the 'Target Audience' drop down list, you will want to select the audience that you are looking to reach
Group	
Ticket Cost ?	
Ticket Link	
Exact Location	This is where you will want to give your attendees an exact location of where event will be taken from; parking lot, pavilion, a specific room in a building

Cancel   **Add Event**

6. After the information has been filled out, select 'Add Event'

7. If your event is not visible on the calendar within five business days, log into your account and click the 'Me' tab at the top of the page:
- Open your event and make sure that is has been approved and you have all the appropriate categories selected

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