DISTRICT 1
Event Submission
Step-by-Step Guide

[SUBMIT YOUR EVENTS ONE WEEK BEFORE YOUR DESIRED PUBLISH DATE](#)

1. Go to: https://district1toastmasters.org/contact-us/event-submission
   a. You can also reach this by clicking on Promote Your Event on the Contact Us page on https://district1toastmasters.org
2. Enter a Title
   a. Be concise, yet descriptive. Ie: Club X Toastmasters Open House v Open House
3. Type relevant description, message & contact info in the body of the text box.*
4. Select an Organizer. ie: Camera Ready Toastmasters
5. Select a Venue. Ie: LAPD Ahmanson Training Center
6. Select Start Time & Date.
7. Add Featured Image**
   a. This will only show on the main calendar page when someone hovers over the event.
8. Add Event Top Page Image AND/OR Event Detail Box Image**
   a. Event Top Page Image will show at the top. If you have a flyer AND another image you wish to add, for example a club group picture, then add the group picture as a Top Page Image. Then add the flyer to the Event Detail Box Image.
   b. Event Detail Box Image will show at the bottom of the page. If you want the flyer to show after your text, add your flyer here.
9. Once the above is done click submit.

* Be as detailed as possible. Visitors may have questions re: parking, location, etc. Be sure there is a contact person and phone number/email.

** Flyers and pictures should be uploaded in .png, .jpeg or.jpg format. This will minimize any format changes and allow your images to be approved as submitted.