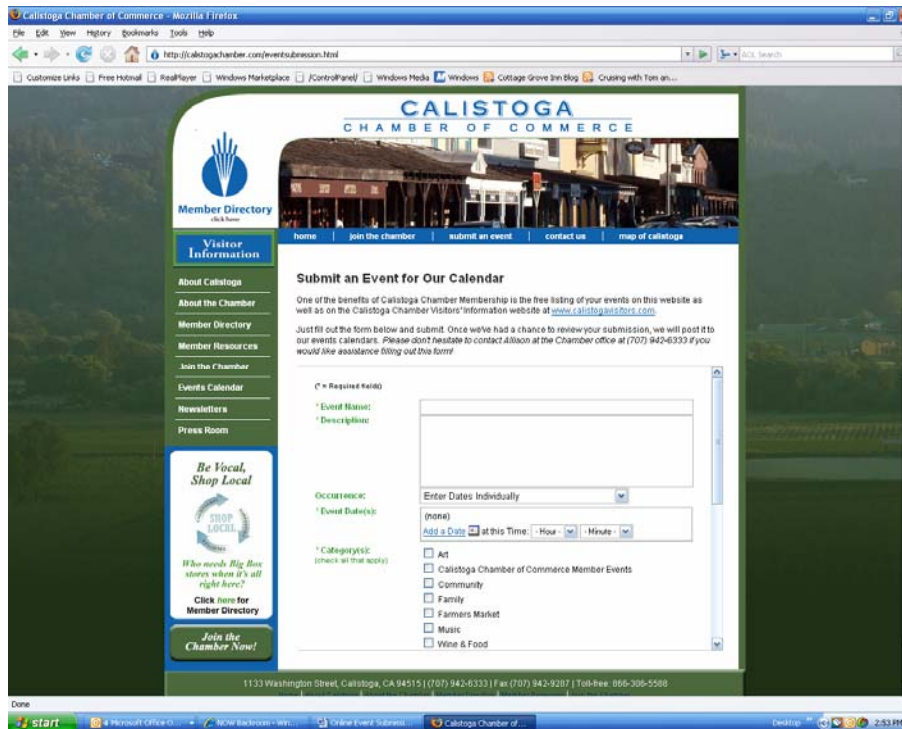


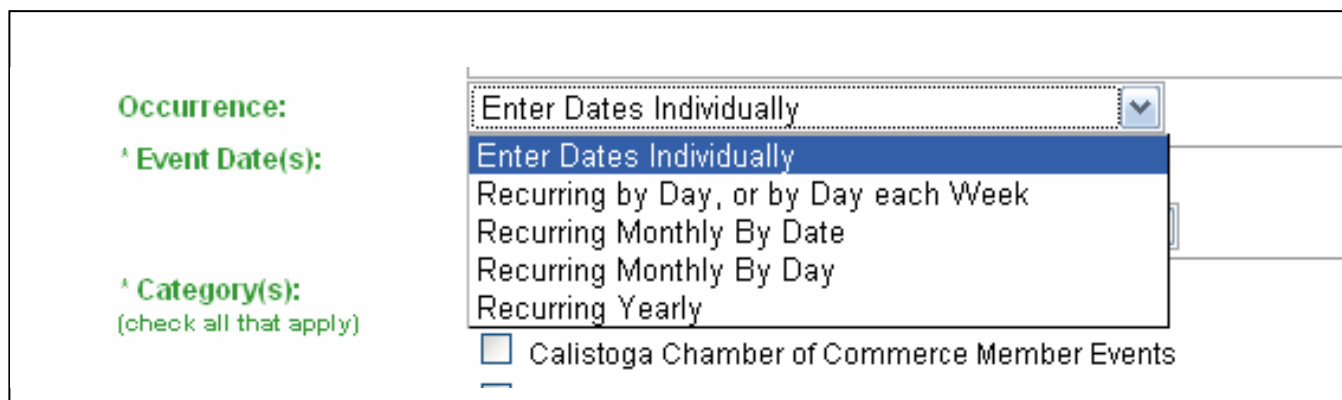
To submit your event online to be posted on calistogachamber.com and calistogavisitors.com, go to the Calistoga Chamber website and click on “Submit an Event” at <http://calistogachamber.com/events submission.html>

This will take you to the page that looks like this:



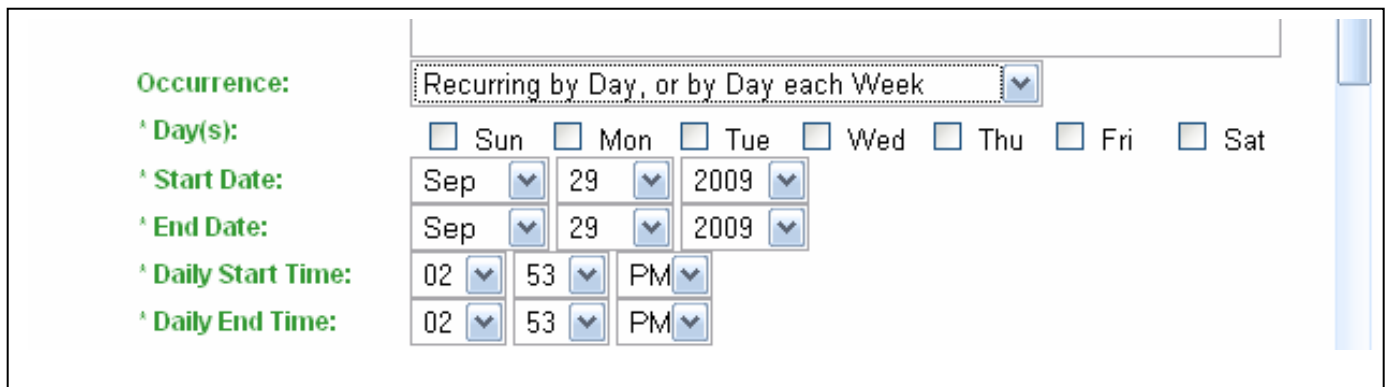
Simply type in your “Event Name” as you’d like it listed in the Events Calendar; then type in an Event “Description” of any length. Please do not paste images into this field (you will have the opportunity to add an image later).

Next, you will select the “Occurrence” of the Event in the next field. These are the choice on the drop-down menu:



If this is a one-time event, you would select “Enter Dates Individually” and enter the beginning time and the date of the event in the following fields. If this is a recurring event, you would make the appropriate choices.

For example, the Calistoga Farmers Market occurs every Saturday beginning May 1 through October 31 at 8:30am. Here, we select “Recurring by Day, or by Day each Week”. Then we select “Saturday”, enter the “Start Date” and “End Date”, as well as the “Daily Start Time” and “Daily End Time” in the appropriate fields that appear.



The screenshot shows a form for setting event recurrence. On the left, there are labels for 'Occurrence:', '^ Day(s):', '^ Start Date:', '^ End Date:', '^ Daily Start Time:', and '^ Daily End Time:'. The 'Occurrence:' dropdown is set to 'Recurring by Day, or by Day each Week'. Below it, checkboxes for days of the week are shown, with 'Sat' selected. The 'Start Date' and 'End Date' are both set to 'Sep 29 2009'. The 'Daily Start Time' and 'Daily End Time' are both set to '02 53 PM'.

Next, we select under which “**Category(s)**” you would like your event to appear on the event listing. It will appear in the general calendar in any case once we’ve approved it for posting, but you can also add specific categories. For example, the Calistoga Farmers Market is also a “Food & Wine” Event, a “Music” Event, a “Family” Event, etc., so we would, most likely, click on all of the categories. This would ensure that if a viewer is looking for specifically Music events on the calendar, the Farmers Market would come up in the selection.



The screenshot shows a form for selecting event categories. The label is '^ Category(s): (check all that apply)'. There is a list of categories with checkboxes: Art, Calistoga Chamber of Commerce Member Events, Community, Family, Farmers Market, Music, and Wine & Food. All checkboxes are currently unchecked.

Next, you will select the place your event is being held under “**Select Venue**”. We have already listed some events and set up their venues, so these venues will already appear on the drop-down list. If your event’s venue is not listed here, simply fill out the venue information in the fields provided. Not only will this ensure that your event will be listed with the appropriate

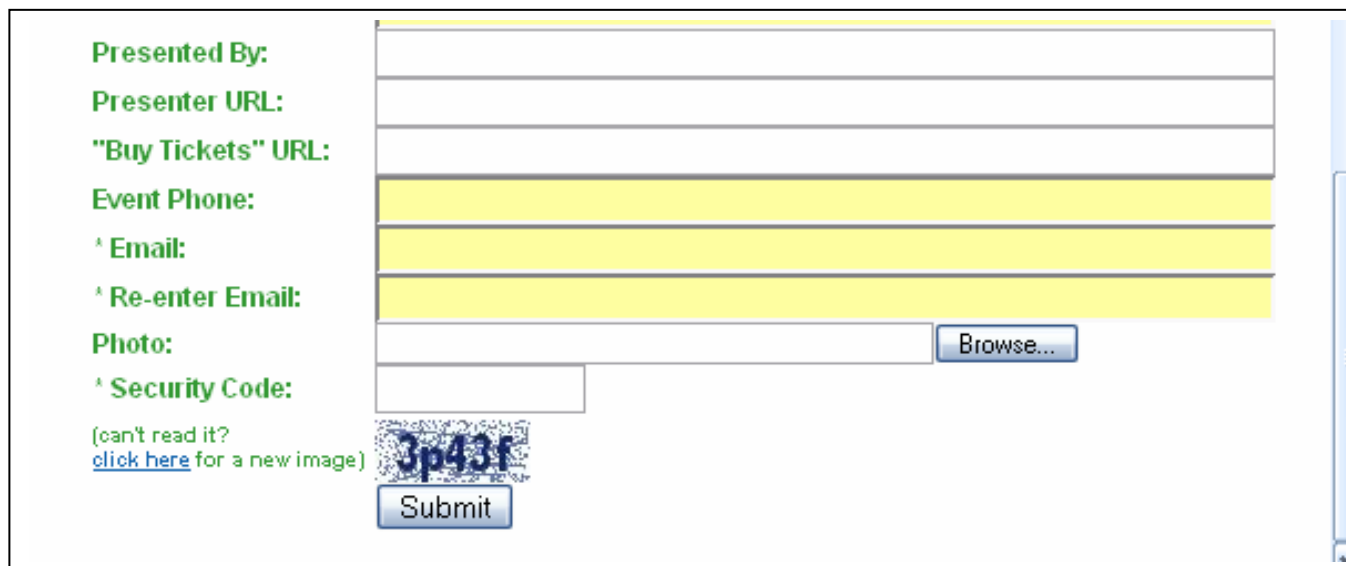
location—it will also add your venue to the drop-down list after your listing has been approved for ease of use next time you post an event!



The screenshot shows a form with several fields on the left and a dropdown menu on the right. The dropdown menu is open, displaying a list of venue options. The options are: - Select - (highlighted), Bennett Lane Winery, Calistoga Inn, Restaurant & Brewery, Downtown Calistoga, Farmers Market at the Sharpsteen Museum Plaza, Fitness First, Monhoff Center, Napa County Fairgrounds, Old Gliderport Hangars, Pioneer Park, Sharpsteen Museum Plaza, and Sterling Vineyards. The form fields on the left are: Select Venue: (or enter below), Venue Name: (with an asterisk), Venue Address 1: (with an asterisk), Venue Address 2: (with an asterisk), Venue City: (with an asterisk), Venue State: (with an asterisk), Venue Zip: (with an asterisk), Presented By: (with an asterisk), Presenter URL: (with an asterisk), and "Buy Tickets" URL: (with an asterisk).

The next fields are quick and easy:

- Under **“Presented By”**, you would list the Event Sponsors
- Under **“Presenter URL”** list the appropriate website starting with **“http://www”**



The screenshot shows a form with several fields on the left and a submit button at the bottom. The fields are: Presented By: (with an asterisk), Presenter URL: (with an asterisk), "Buy Tickets" URL: (with an asterisk), Event Phone: (with an asterisk), Email: (with an asterisk), Re-enter Email: (with an asterisk), Photo: (with a "Browse..." button), and Security Code: (with an asterisk). Below the Security Code field is a CAPTCHA image showing the code "3p43f" and a "Submit" button. A link "(can't read it? click here for a new image)" is also present.

- Under **“Buy Tickets”** the appropriate web address where viewers can purchase tickets, starting with **“http:// . . .”**
- Under **“Event Phone”** a number for viewers to call for more information on the event
- Enter the event contact’s **Email** address in both fields
- Click on **“Browse”** to upload an event photo from your hard drive (click on image you’d like to select; it can be up to 600px wide and 400px tall at 72 dpi)
- Then enter the **“Security Code”** that appears in the image above the **“Submit”** button, and click to **“Submit”**. This will send us an email with your event information; upon approval, your event will be posted—just as you’ve entered it!

Please call Allison at the Chamber with any questions: 707-942-6333.