

Questions? Contact Us:
America250NC@dncr.nc.gov

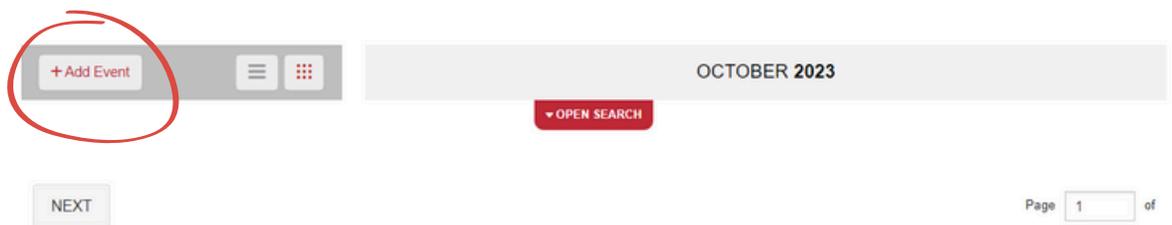


State Archives of North Carolina
Department of Natural and
Culture Resources

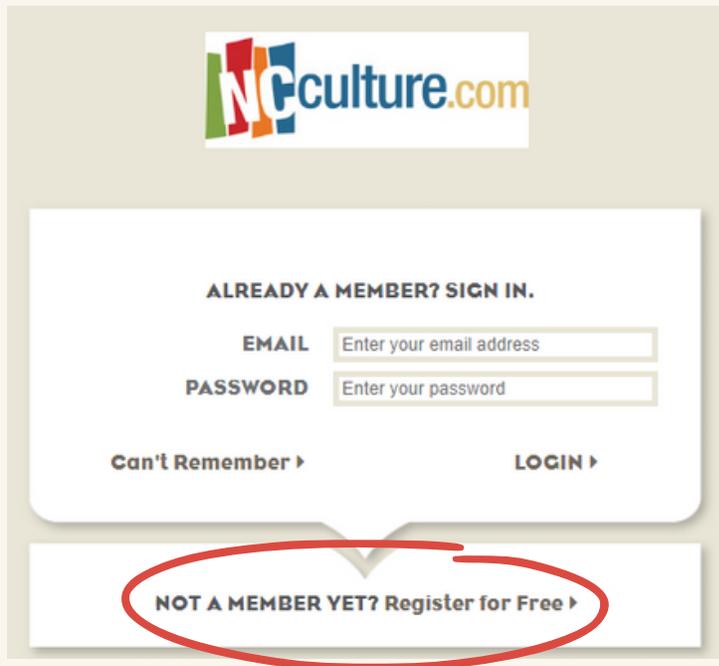
Submit A Calendar Event Instructions

- Step 1: Click on the Add Event button in the top left of the calendar

North Carolina A250 Events



- Step 2: Create an account or login



NCculture.com

ALREADY A MEMBER? SIGN IN.

EMAIL

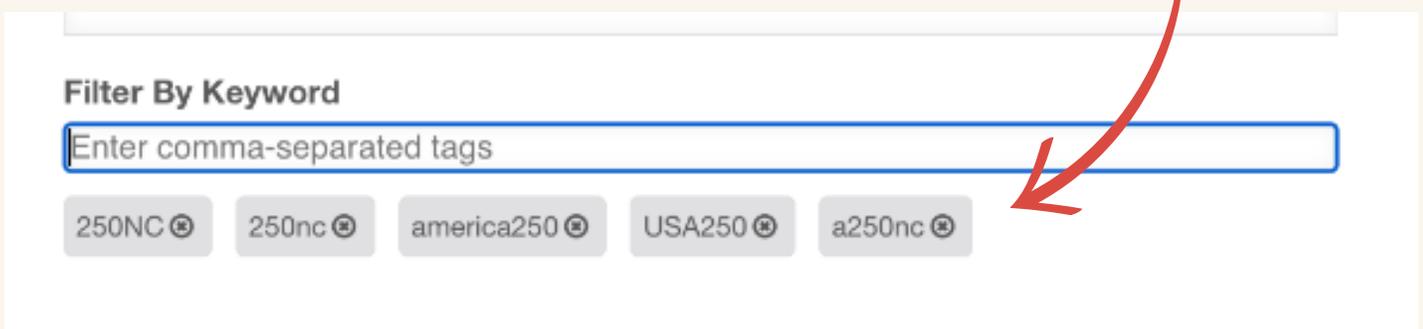
PASSWORD

Can't Remember > LOGIN >

NOT A MEMBER YET? Register for Free >

- Step 3: Enter your Event Details

- Event Name
- Description of Event
- Upload at least one photo. Photos need to be 600x375, JPG, and can be up to 2MB per photo.
- Add the A250 NC Tags, and be sure to hit enter after each one. Your tags should look like the example below.
 - 250NC, 250nc, america250, USA250, a250nc



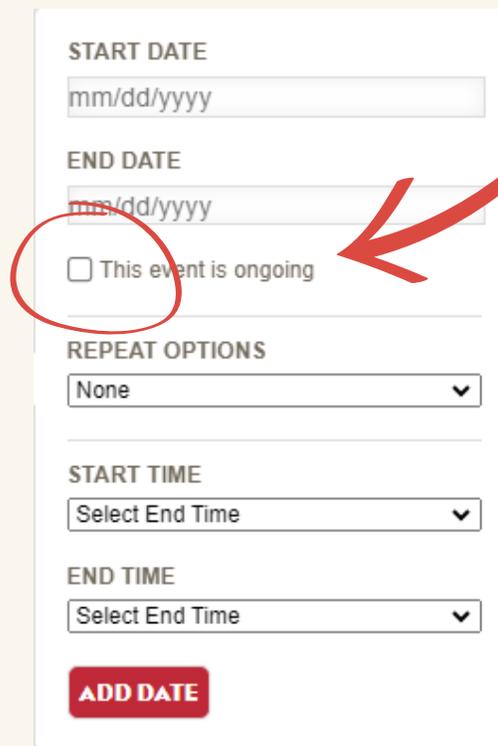
Filter By Keyword

250NC 250nc america250 USA250 a250nc

Note: It is crucial to hit enter after typing out each of the tags to ensure they are applied to your event entry. The event will not appear on the calendar if you incorrectly enter your tags. If you do not see your event on the calendar within 4-5 business days, ensure your tags are applied correctly. For additional support, email us at america250NC@dncr.nc.gov

Continue to fill out the form with the requested information.

- If an event is ongoing, indicate this in the box



The image shows a screenshot of an event form with several fields. A red circle highlights the checkbox labeled "This event is ongoing". A red arrow points from the top right towards this checkbox. Another red arrow points from the bottom right towards the "ADD DATE" button. The form fields include: "START DATE" (mm/dd/yyyy), "END DATE" (mm/dd/yyyy), "REPEAT OPTIONS" (None), "START TIME" (Select End Time), and "END TIME" (Select End Time). A red "ADD DATE" button is at the bottom.

Choose the appropriate repeat option if your event occurs on a regular schedule, such as a daily tour or demonstration

- If tickets are required, add the URL to purchase
Be sure to include the price

TICKET INFORMATION

URL TO BUY TICKETS

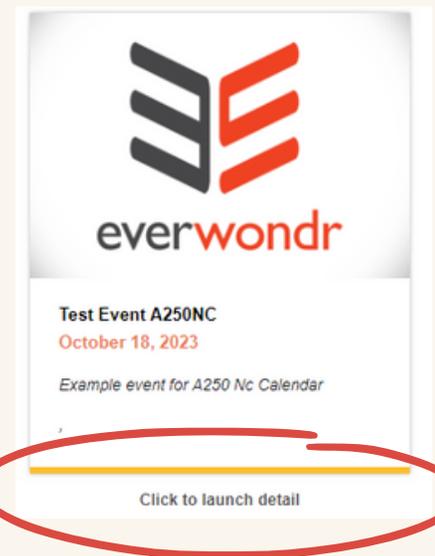
TICKET PRICES

Select ADD TICKET to enter pricing. You can choose a single price or a price range for each listing. Maximum 6 ticket listings allowed.

+
Add Ticket

You haven't added any ticket prices yet. Click the Add Ticket button to get started.

- Step 3: Review and Submit your Event
 - Use “click to launch detail” to review how your posting will look.



- If everything looks good, then you are ready to publish! Note: Events may take up to 3 days to post to the calendar. After submission, you may have to confirm the event via your email.

PREVIEW EDIT

Good to go. **SAVE**