

Please read carefully. - Errors in format or content may result in the event not posting.

Event Name

30 Characters Max *

The event name. Example: Birthday party

When

This is a recurring event. Do Not use

From to

Event starts at to All day **Evening events start at 6:45 PM**
Day Events start at 9:45 AM (by default)

Timezone

Where

Location:

If start Location not found contact the site administrator

Details

Visual Text

Paragraph **B** *I*

Description (30 words max)

Use the template prescribed to display on calendar and booking views

Eatery :

Distance / Difficulty : **Weekend rides only**

organizer **Select Org Name(s) - or enter first name only**

Category: **Select appropriate category**

Event Image

No image uploaded for this event yet

Upload/change picture No file chosen

Bookings/Registration

Enable registration for this event

Ticket Options

Name

Description

Price

Spaces **Default number of spaces is 10. Change this to 20 to start.**

At least spaces per booking **Change to "At least - 1 spot"**

At most spaces per booking **Change to "At most - 1 spot"**

Available from at **Enter date/ time - exactly 1 week before event start**

Available until at **Leave blank - (or 48 hours b4 if BBQ)**

Available for

Hide Advanced Options

Submit when complete.
Event will post upon approval (no schedule conflicts, site security...)