

## Entering events into the online calendar

Thank you for your interest in our publication. Please refer to these instructions when entering events through our online calendar. If you have difficulties, please call (704) 873-1451 ext. 6 or email [news@statesville.com](mailto:news@statesville.com).

### Step 1: Register

Why register? This allows you to keep track of all the events you enter, allowing you to make corrections or post cancellations without going through us.

1. Go to [statesville.com](http://statesville.com).
2. Hover over TOOLS in the red and blue bar at the top of the screen.
3. Click “site registration.”
4. Enter your email address. You will receive instructions on how to complete registration. **Be sure to add [rackspace@rackmail.journalnow.com](mailto:rackspace@rackmail.journalnow.com) to your safe senders list or the email will never appear in your inbox.**

### Step 2: Log-in

1. On [statesville.com](http://statesville.com), hover over COMMUNITY in the red and blue bar.
2. Hover over “calendar” and click “Add an event.”
3. Bookmark the page (<http://events.gatewaync.com/listings>)
4. Click “Create your Event.”
5. If you are not already logged in, log in using the user name and password you created in step 1.
6. Go back to the “add an event” bookmark.

### Step 3: Add your Event

1. Enter your event name.
2. Select the most appropriate category. Religious events should go in the religion category.
3. Enter the event description and price information.
4. Enter the event time, then click on the day of the event.
5. Preview the date and time below the calendar to ensure accuracy.
6. Enter the location of the event in the “venue” and click search.
7. If your location is not listed you can add it then return to this form. If it is listed, click select to the right of the location name.
8. Scroll to the bottom of the screen and click “submit event.”

If you still have issues, please email [jnorman@mediageneral.com](mailto:jnorman@mediageneral.com) or call 704-873-1451 ext. 4405 and leave a detailed message describing the issue.