

Public Libraries of Saginaw Community Events Calendar

Welcome to the Public Libraries of Saginaw's Community Events Calendar! This calendar is designed primarily for Saginaw County community groups and non-profit organizations to post events of interest to the general public that are to be held in Saginaw County. It is not designed for personal or corporate commercial ventures.

Please print this sheet and use it as a reference when posting events to the calendar.

Create an Account

Before you can post to the Saginaw Community Events Calendar, you will need to sign up for an account.

1. Click on Login/Create. (lower right-hand corner, not the MYDATES: Login/Create)
2. Click on Create a new account.
3. Put in your desired username, email address, and desired password. Click on create account. *(Please note that this is case sensitive. If you use a capital letter in your username it will remain that way. An example would be Brodammmmer instead of brodammer.)*
4. Check your email. You will receive an email with the subject of Account Verification.
5. Copy and paste this verification code into the text box and click on verify/activate account.
6. If you do not receive an email with the verification code, please contact ktesdell@saginawlibrary.org.
7. At this point you may close the window.

Posting Events

1. The easiest way to post an event is to go to www.gosaginaw.org
2. Under "Choose sub calendar", upper right-hand corner, choose "Community Events".
3. Click on "Post Event".
4. Use the following format for posting:
 - a. Please use the default calendar, Community Events, only
 - b. Assign a category (optional)
 - c. Title: Name of your event
 - d. Location: Location of your event (eg: Temple Theater), street address, and city or town. (it is not necessary to put state or zip)
 - e. Web Link: URL (optional)
 - f. Contact Name: Who to call with questions
 - g. Contact Email: (optional)
 - h. Contact Phone: Number to call with questions
 - i. Images: Not currently in use
 - j. Attachments: Not currently in use
 - k. Event Description: Can be as long as you wish. It should include whether event is free or has an associated cost and any registration information that is required. *(Please type your information directly into this box if possible. When users do a copy and paste the formatting picked up presents a problem.)*
 - l. Event Date/Time: Choose day and month. Choose start and end time. Make special note that there is a minute feature to the right of them. If event is an all day event, you may check this box.
 - m. Use the repeat drop-down menu with caution. When posting on-going events such as art exhibits, please post on the first day and last day only.
 - n. Click on "Process event". You will receive a follow up email when your event has been approved or denied.