

Lighthouse Digest Events Web Calendar

How to add / update lighthouse events

Go to: www.foghornpublishing.com

Click "**Calendar**" located on the left hand side of page. This will take to you the calendar view.

Beneath the Calendar, click on "**Submit Your Own Event Now!**"

This will bring you to the Add an Event screen. This is where you begin to enter information on your event.

You will need to complete the following fields in order to load information on your event:

Event Name: Name of Your Event

Where: Location of Event, City, State

Description: Enter details about your event in this box. You are limited to 30 words - do not enter dates or pricing in this field as there are separate fields to enter that information.

Starts: Use drop down arrows to add Event Start Month, Day, Year, and Time [Hour and Minute]

Ends: Use drop down arrows to add Event Start Month, Day, Year, and Time [Hour and Minute]

Link URL: Enter web address where information on your event can be located

Event Type: Use Drop Down arrow to select option choice best suited for your event

Area: Use Drop Down arrow to select United States, South East Coast or Gulf of Mexico

Phone: Enter Area Code and Phone Number where information can be obtained on your event

Every Week: Click button for "No" if not applicable, "Yes" if applicable then select repeating event day

Fees: Enter Adult and Children costs here [Example: \$10.00 - Adults, \$5.00 - Children ages 6 - 11]

Click the "**Update this Event**" button when you are finished entering your event information