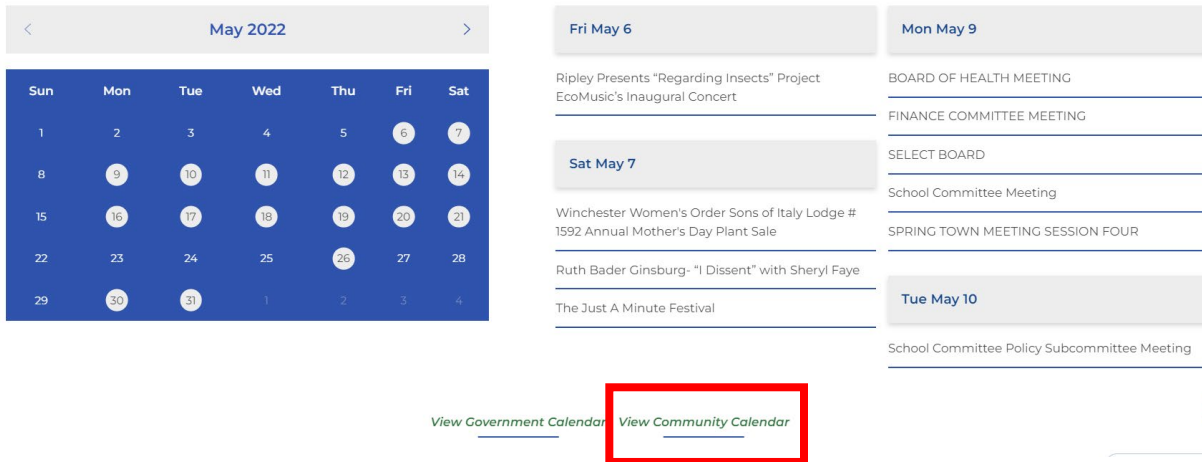


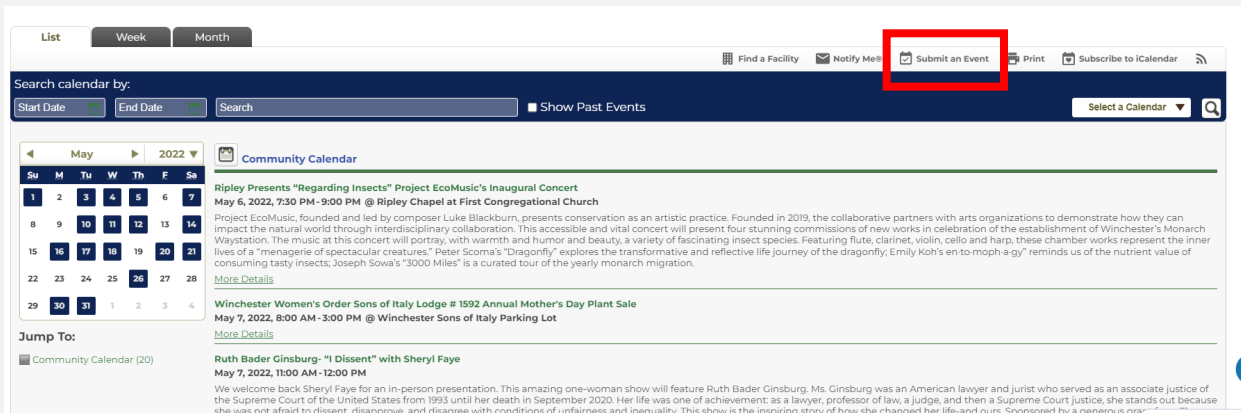
# How to post on the Town's Community Calendar

Our website is [www.winchester.us](http://www.winchester.us).


Scroll to the Calendar section and select the Community Calendar at the bottom of section.



Click on Submit an Event at the top



Complete the form:

There is an option to add a photo to your posting. This could be your flyer or just a pretty picture. I suggest that you always add a picture to your posting. When our website sends notifications to the Town's Facebook and Twitter pages, it puts in a generic graphic that isn't very pretty. You want to draw as much attention to the posting as possible (here is what the generic graphic looks like - )!)

Once you click submit it will go into a que to be approved by the Town Manager's Office. The calendar is monitored Monday – Friday. Approved items from the calendar are sent directly to Facebook, Twitter and an email list of subscribers. The email list happens immediately, Twitter make take an hour or two and Facebook has a mind of its own. It will make it there but it can sometimes take a day or two depending on how many posts are being made.

Questions? Email [jcafarella@winchester.us](mailto:jcafarella@winchester.us)