

HOW TO USE THE BRISTOL EVENT CALENDAR

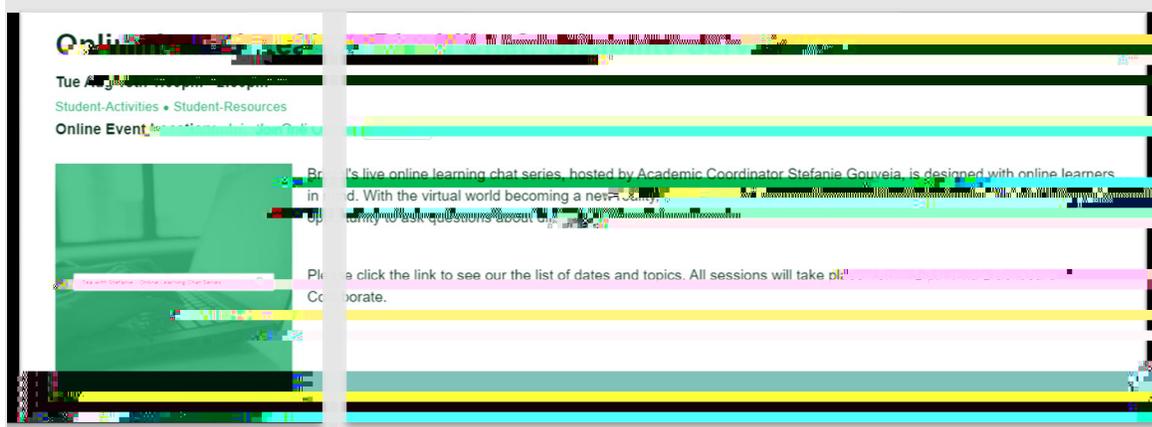
Bristol's event calendar is a wonderful way to easily submit and share events. This event calendar

the form with the fields you need to capture for your registration. Be sure to look at the settings as well as there are some nice features that can assist you.

To download a list of registrants, click on the "responses" tab (which will appear once you have responses) and download a report to Excel.

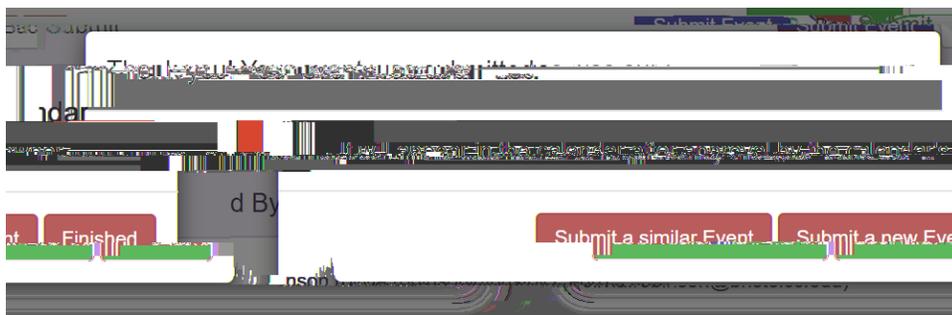
Zoom. If you are setting up a Zoom webinar (not Zoom meeting) then you can manage registrations seamlessly through that platform.

Here is an example of a calendar listing that uses the "Online Event" as the location type.



Recurring Events

Once you submit your first event, you will have the option to copy the event to additional date(s), by clicking "Submit a similar Event." This will fill in the event details exactly like the previous event you submitted, so be sure to change out dates, titles or descriptions as needed.



If you have a significant number of recurring events, please contact Marketing & Communications.

Event Approval

Once you have submitted your event, Marketing & Communications will review and approve it. Once approved, it will appear on the event calendar. If you need to cancel or modify the event, please email Marketing & Communications.

Questions?

Contact Marketing & Communications at communications@bristolcc.edu.