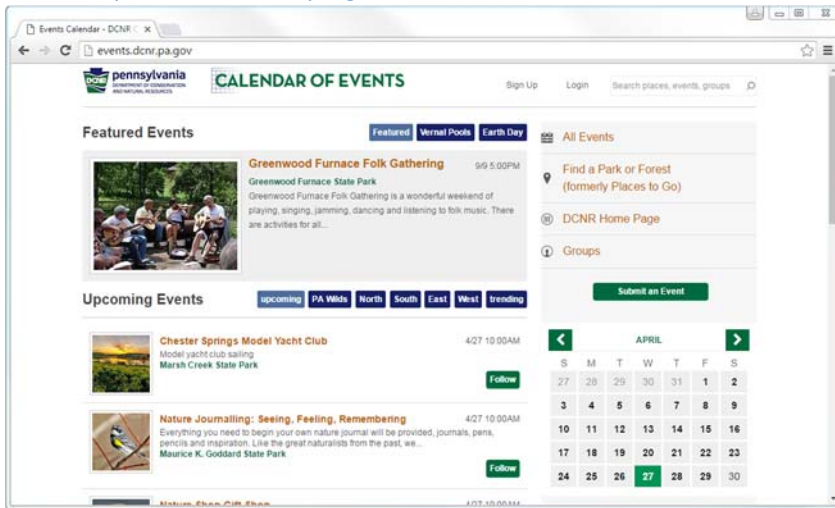
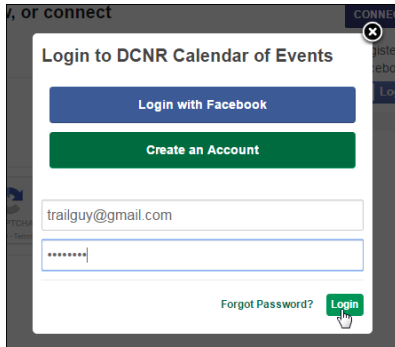


How to submit an Explore PA Trails event in the DCNR Calendar of Events

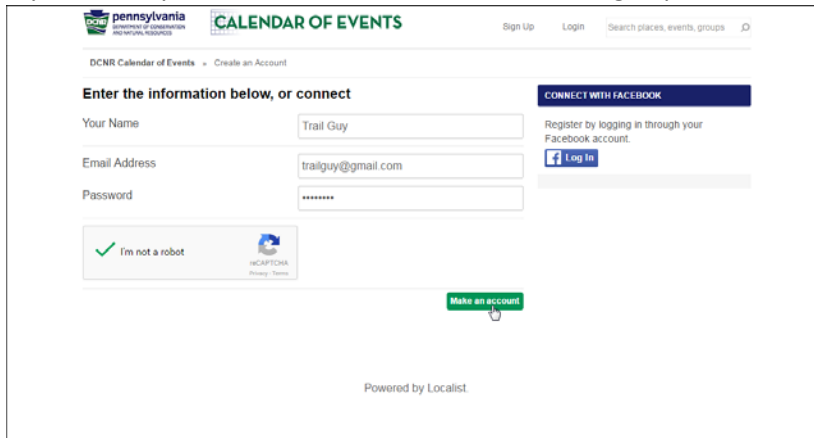
Go to <http://events.dcnr.pa.gov/>



If you're already a DCNR Calendar of Events user, log in.



If you're not yet a DCNR Calendar of Events user, sign up.



How to submit an Explore PA Trails event in the DCNR Calendar of Events

Click the “Me” link at the top of the page and click Submit an Event.

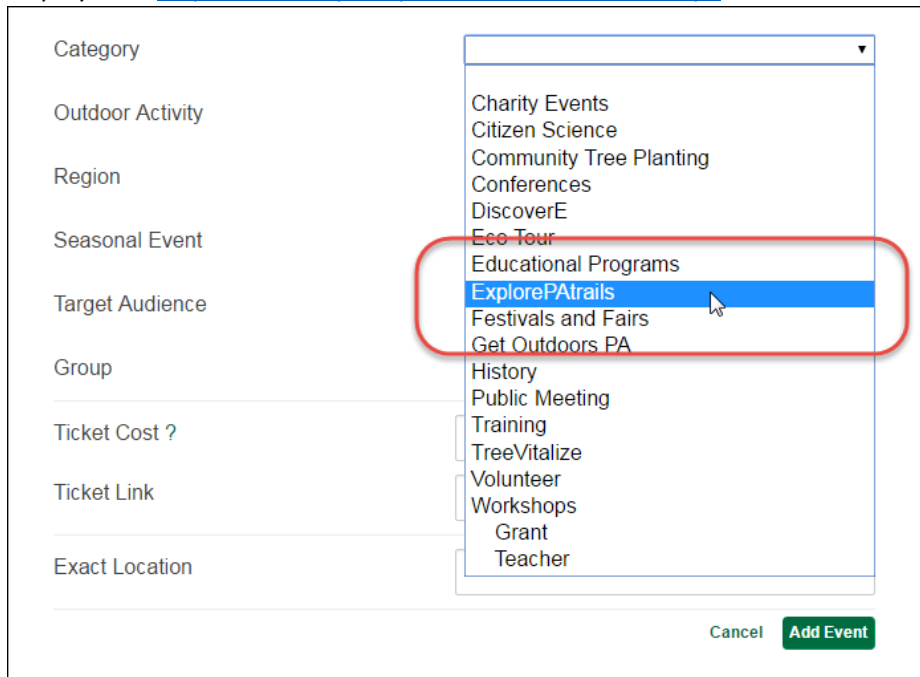
The screenshot shows the DCNR Calendar of Events user interface. At the top left is the Pennsylvania Department of Conservation and Natural Resources logo. The main header is "CALENDAR OF EVENTS". To the right of the header is a navigation bar with "Me" (circled in red with a "1"), "My Plans", and "Admin". A search bar is also present. Below the header, the page is divided into sections. On the left is the "ACTIVITY FEED" section, which currently shows "No recent activity". In the center is a "My Profile" section with links for "Messages", "Reviews", "Friends & Places", "Photos", "Settings", and "Logout". On the right is a sidebar with "All Events", "Find a Park or Forest (formerly Places to Go)", "DCNR Home Page", and "Groups". The "Submit an Event" button is circled in red with a "2". Below this is a "PROFILE COMPLETENESS" section showing "0% complete" and options to "Add your photo" and "Invite a friend".

Enter your Event. Include Meeting Place, Difficulty, Length of Hike, and your contact information in the Description.

The screenshot shows the "ADD AN EVENT" form. The "Event Name" field contains "Allegheny-100 Hiking Challenge". The "Description" field contains a detailed text about the hike, including meeting place, difficulty, length of hike, and contact information. The text in the description field is: "The adventure covers a 100 mile stretch of the North Country National Scenic Trail in the Allegheny National Forest. Hikers will climb over rolling hills and pass through many beautiful hemlock-lined stream valleys. For 2016, the hikers will travel south to north. The A-100 challenges hikers to traverse 100 miles, 75 miles, 50 miles or 25 miles in a 50 hour time period. This challenge is for anyone, regardless of skill level, who wants to test themselves against the trail. Those who pre-register will receive a membership in the North Country Trail Association, shuttle service to the start of the hike and a T-shirt. Pre-registration for the A-100 opened on Feb 29, 2016 and ends May 13, 2016, or when 110 hikers have signed up. Cost will be \$50 for non-members and \$27 for members. Meeting Place: Rt 66 trailhead Difficulty: Moderate Length of Hike: 100 miles Contact: Trail Guy Email: trailguy@gmail.com Phone: 814-555-5555". The form also includes a "BATCH EVENT ADD" section with a link to "Contact us" for instructions.

How to submit an Explore PA Trails event in the DCNR Calendar of Events

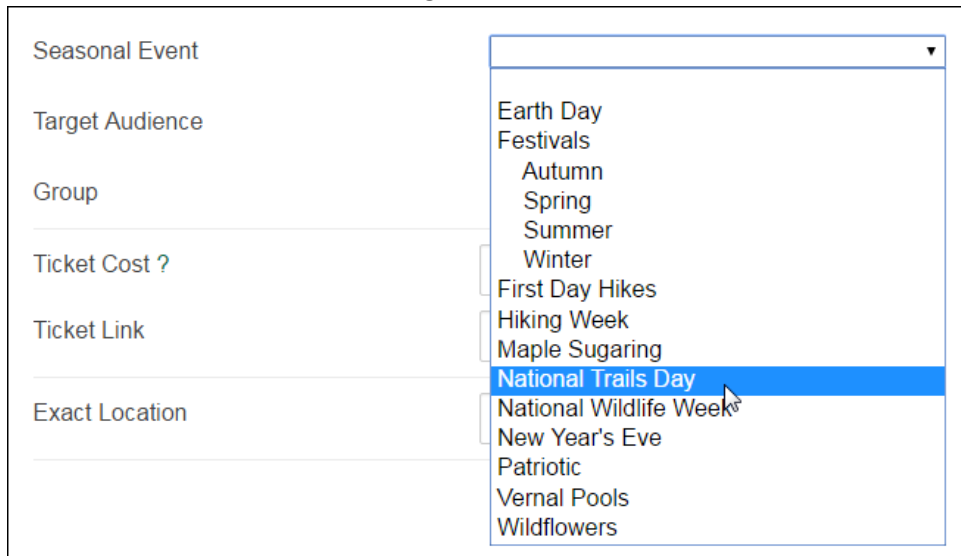
IMPORTANT! Make sure you select ExplorePATrails as the Category. If you don't, your event will not be displayed at <http://www.explorepatrails.com/calendar.aspx>



The screenshot shows a form with several fields: Category, Outdoor Activity, Region, Seasonal Event, Target Audience, Group, Ticket Cost?, Ticket Link, and Exact Location. The 'Category' dropdown menu is open, displaying a list of options. The option 'ExplorePATrails' is highlighted in blue and circled in red. A mouse cursor is pointing at the highlighted option. At the bottom right of the form, there are two buttons: 'Cancel' and 'Add Event'.

Category	Charity Events
Outdoor Activity	Citizen Science
Region	Community Tree Planting
Seasonal Event	Conferences
Target Audience	DiscoverE
Group	Eco Tour
Ticket Cost ?	Educational Programs
Ticket Link	ExplorePATrails
Exact Location	Festivals and Fairs
	Get Outdoors PA
	History
	Public Meeting
	Training
	TreeVitalize
	Volunteer
	Workshops
	Grant
	Teacher

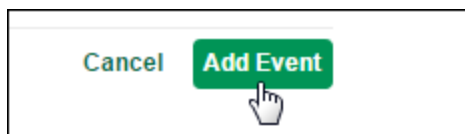
If you are entering a Hiking Week and/or National Trails Day event, those categories can be selected under the "Seasonal Event" heading.



The screenshot shows the same form as above, but with the 'Seasonal Event' dropdown menu open. The option 'National Trails Day' is highlighted in blue and circled in red. A mouse cursor is pointing at the highlighted option.

Seasonal Event	Earth Day
Target Audience	Festivals
Group	Autumn
Ticket Cost ?	Spring
Ticket Link	Summer
Exact Location	Winter
	First Day Hikes
	Hiking Week
	Maple Sugaring
	National Trails Day
	National Wildlife Week
	New Year's Eve
	Patriotic
	Vernal Pools
	Wildflowers

Click Add Event.



A close-up of the 'Add Event' button, which is green with white text. A mouse cursor is pointing at the button.

How to submit an Explore PA Trails event in the DCNR Calendar of Events

If your event is not visible on <http://www.explorepatrails.com/calendar.aspx> within five business days, log in again at <http://events.dcnr.pa.gov/> and click the “Me” link at the top of the page.

The screenshot shows the user profile page on the DCNR Calendar of Events. The page is titled "CALENDAR OF EVENTS" and includes a search bar for "My Plans". The user's profile is visible, showing a "Me" link and a "Submit an Event" button. The profile completeness is shown as 0% complete, with options to "Add your photo", "Invite a friend", and "Follow a location". The activity feed shows a pending event titled "Allegheny-100 Hiking Challenge".

Open your event and make sure that:

1. Your event has been approved
2. “ExplorePATrails” is listed under Categories

The screenshot shows the event details page for the "Allegheny-100 Hiking Challenge". The event is currently waiting for admin approval, as indicated by a red box around the message "This event is currently waiting for admin approval". The event details include the date "Friday, June 10 to 8:00pm", the location "Rt 66 trailhead", and a description of the hike. The event is categorized under "ExplorePATrails", which is highlighted with a red box. The page also includes social media sharing options and a "Followers" section.