

Event Information to Post

PLEASE READ THIS WHOLE POST. IT WILL SAVE YOU HEADACHES WHEN POSTING.

When posting an event on hamptonroadsgospel.com you need to include the following information:

- Event name
- Event date and time
- Event speakers/singers
- Event details (purpose of event)
- Event location and directions
- Event contact information (email, phone, other websites)
- Ticket prices
- Parking information
- Are children allowed at event and accommodations that will be provided
- Include anything that attendee's may need to bring to event

You can set a start date for you event to show and an end date. Just scoll to the bottom of the submission page and you'll see three tabs. Click on publishing and there you can set the date you want to event to start showing on the website. Also you can set keyword in the Metadata section. Just separate each word/phrase with a comman (,).

If you would like to include a image with your event posting just email the image to webmaster@hamptonroadsgospel.com and I'll upload it to the server for you to access it.

Click the Disk to save and submit and exit, or the check to save and continue.

This may seem like a lot of information but it is not. Besides if you don't include this information it could discourage someone from attending.

Thanks
Pastor Griff