



how to post your own community events

The Regional Council is moving to a system of “post your own” community events. These will be collected into a newsletter automatically and be sent out on the 1st of the month. Anyone with events connected to the Regional Council, a community of faith or fairly of interest to United Church members are welcome to post an event. These will be moderated. There must a contact name in the organizer information to validate the event.

- You will get a URL or web link that you can use to bring attention to your event. Use the link on Facebook, Instagram, Twitter — wherever you post your news.
- You can share that link with your community too, so they can spread the word too!



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Add New Event

VIEW YOUR SUBMITTED EVENTS

EVENT TITLE: *(required)*

EVENT DESCRIPTION: *(required)*

There is a simple online form to use: <https://ecorcucan.ca/events/community/add>

Go ahead and fill in the information you have. Add everything you can. Even if your venue doesn't come up, you can add your venue to the list and it will be there for you next time.

Please add an organizer — otherwise how can Regional Council staff contact you if something is missing? And in this age of scams, it lets us know the event is legitimate. For this purpose, the organizer can be the event organizer or the contact person or whoever is posting the event.

Feature image: This can be a poster, a photo, an image, whatever best suits our event. . The trick is to put it in an “image” format — .jpg or .png. This might sound tricky but it's not. See the next page of this sheet for tips.

If it's in an image format already, just upload it. **Submit your event when everything has been added.**

East Central Ontario Regional Council

Post your own event here: <https://ecorcucan.ca/events/community/add>



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Your event will not appear on the website right away

All events are moderated. A message will be sent to the regional council communications staff to look over and publish. This will happen within two days. Your event will then automatically go in the e-news.

YOU CAN DO IT!

Please read these instructions before asking for assistance. You can do it!

A screencast video of filling out the form is available here from our friends at the Shining Waters Regional Council: <https://youtu.be/5F81oXjXZlw>.

Create a .jpg out of a Word or PDF document

If it's in Word, make it a PDF as a first step (Either "Save as" or "Print to PDF.")

If it's a PDF or you've just made a PDF, use this easy online tool to make an image file:

<https://pdf2jpg.net/>

The only difficulty with it is that it's a bit junky — lots of ads in the middle of the good stuff. So scroll halfway down until you see the blue box, until you see this bit — this is the heart of the tool. Choose the file like the blue box said and then hit the "Convert PDF to JPG button." Once you've done that you're back at the top of the page and ... download!

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