

CALENDAR EVENT SUBMISSION GUIDE



Title

Enter the title of the tournament **starting with the name of the Club that is hosting the tournament** followed by the name of the tournament e.g. Yellowhead West – Luck of the Irish.

User Data

Enter your email address and Name.

Event Links

Registration Link – if you are using Pickleballtournaments for registration, and have already created the registration, enter the pickleballtournaments registration link here. This is all you need to enter to complete the form because as soon as an individual clicks on the calendar enter, they will be taken to the Pickleballtournament page, which contains all the details for your tournament. If you do not have a pickleballtournaments registration link, please continue.

Date and Time

Enter the start and end dates for the tournament and start and end times if applicable. Otherwise check the All-day Event box.

Repeating

Check if your event repeats on a daily, monthly, yearly, etc. basis.

Event Cost

Enter the cost of the event.

Countdown Method

Leave the default Inherit from global options.

Featured Image

Click to insert an image for your event.

Event Main Location

From the drop-down list, select the location of your event. If the location doesn't appear, Insert a new location. Enter the address of the location.

Categories

Check the appropriate category for your event.

Tournament Type

If the event is a tournament, click either Non-Sanctioned or Sanctioned.

Event Color

Choose the following colors as per the event category

Coaching - **Green**

Competitions - **Orange**

Events - **Yellow**

Officiating - **Blue**

Event Main Organizer

From the drop-down list, select the organizer of your event. If the organizer doesn't appear, Insert a new organizer.

Notes to Reviewer

Enter any additional notes you want to communicate to the reviewer of your event, before it is published to the calendar.