

Online Events Calendar User Agreement

Thank you for your part in helping us keep Delmarva parents informed about the many special events and happenings available to families on the shore. With this agreement, you should receive your screen name, password and instructions.

To help us share your unique event with our readers in a format that will be uniform and most readable to them, please read the calendar submission policies below and fax this form back to our office at 410-543-8333.

Calendar Use Policies

1) **No classes, programs, repeating specials or camps** should be posted on the events calendar. The calendar is designed for special events that require only one day's attendance. Unique events such as concerts, theatre performances, art exhibits, parades, workshops, single day youth activities, and festivals are just some of what we want to share with our online viewers. If you would like to post programs, camps or classes whether they are single day activities offered weekly or programs that require multiple days of attendance, go to our **classes & schedule** page online and request membership if you are not an advertiser.

2) **Each organization is limited to five (5) days** of calendar events per month. This may be a single event that runs 5 consecutive days or several separate events. Special exceptions may be considered if you have a unique situation. To be considered for a special exception, contact our calendar administrator at calendar@delmarvayouth.com

3) **Do not post regular activities or repeated specials** related to the day to day business of your organization. If a single event appears on more than four (4) calendar days in one month, we will review your submission and may either reject or modify it to suit our criteria. *Remember*, each user is allowed a total of (5) five days of events in any one month.

4) **Do not use the Announce & Remind tab** when posting your event. Emails sent via the *Announce & Remind* tab are only received by site administrators and other calendar contributors, not by calendar viewers. Administrators and calendar contributors have no need to receive reminders about your events so please do not enable this feature when posting your event.

5) **Do not change the font style, size or color settings** when posting your event. When following the directions for adding an event, allow the enabled style settings to format the look of your post for calendar uniformity.

6) **Condense your space as best as possible** by limiting your description to no more than 150 words **and** by not skipping spaces between lines.

7) **Do not include phone numbers, addresses, times, or contact information** in your description. There is designated space for that information so it does not need to be repeated in the description.

8) **Only one screen name/password can be given to a single organization** as we are currently limited in the number of total users we can allow on the system. For less frequent users, a temporary account may be provided. Email administrator is a temporary account is preferred.

Delmarva Youth & Family Magazine reserves the right to terminate a group's right to use of calendar for misuse or failing to adhere to calendar policies and/or changes that may arise in policy.