

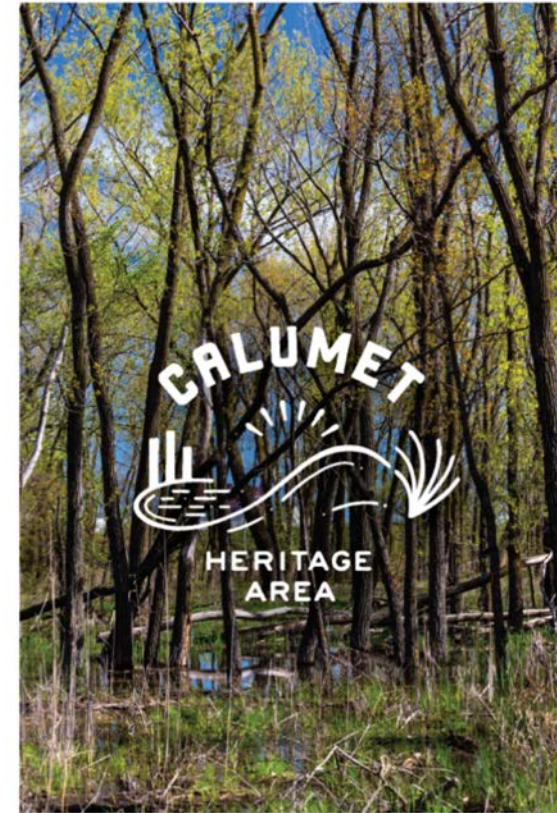
How to use the Calumet Heritage Area Calendar



Calumet Heritage Area

The Calumet Heritage Area is a place of nationally significant natural, industrial, labor, and cultural heritage assets, that are preserved and interpreted to advance economic opportunity, and enrich the lives of its residents and visitors from across the nation. The Calumet Heritage Area will connect the region's two National Parks, local parks, trails, tourism gateways, and historical sites, which will raise awareness of all assets in the region for residents and visitors, and spur community development through increased visitation and heritage tourism.

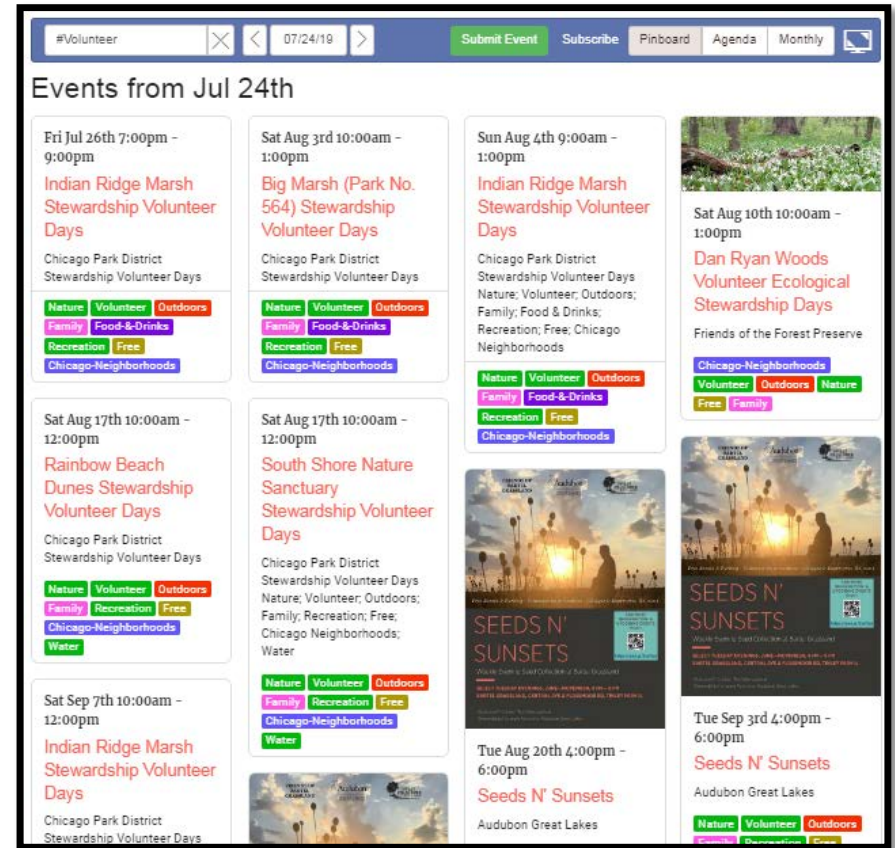
There is an initiative underway being led by Calumet Heritage Partnership and Calumet Collaborative with the help of the Field Museum to achieve national designation for the heritage area. Until then, by highlighting the events in the region with the calendar, we are already showing that we are a Heritage Area!



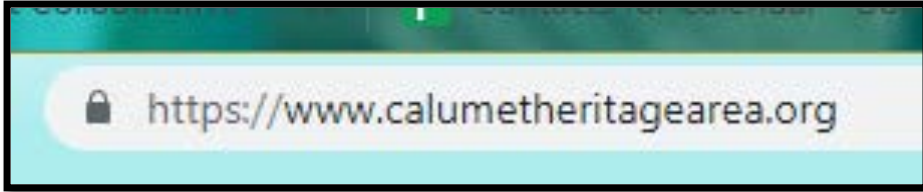
Calumet Heritage
Partnership

Calendar Features

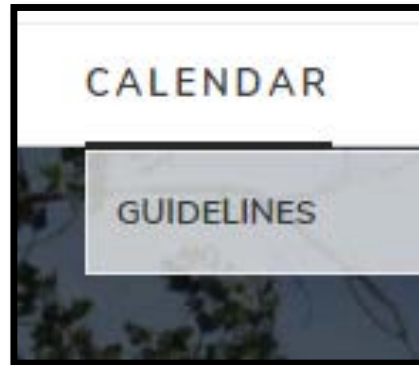
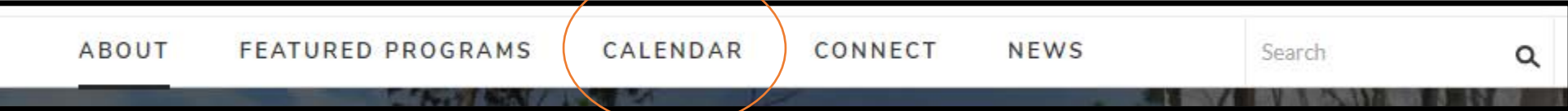
- Created to raise awareness and increase attendance of the Heritage Area and events in the entire Calumet region related to nature, culture, and industry
- Pre-determined tags (categories) such as “Calumet Outdoors”, “Calumet Voices Exhibit”, and “Calumet Heritage Partnership” and searchable terms like “Volunteer” and “Heritage”.
- Access the CHA calendar: <https://www.calumetheritagearea.org/calendar.html>
- Submit an event at: <https://tockify.com/tkf2/submitEvent/fe48a91273544717933711016dad3341>
- Share the calendar: simple HTML code can be added to any page on a website.



Part 1a: Accessing the Calendar



- Go to the Calumet Heritage Area Website



- (For now) Ignore the dropdown page labeled GUIDELINES

Part 1b: Accessing the Calendar

Not secure | www.calumetheritage.org

- Go to the Calumet Heritage Partnership Website

HOME

ABOUT CHP

HERITAGE

EVENTS

CONNECTIONS

COLLECTIONS

CONTACT

Calumet Heritage Events and Conference

Calumet Heritage Events Series

In addition to the annual conference, CHP also explores the Calumet with engaging events throughout the year. Visit our events page to find out what events are coming up, as well as to see details of some past events.

[Calumet Heritage Events Series](#)

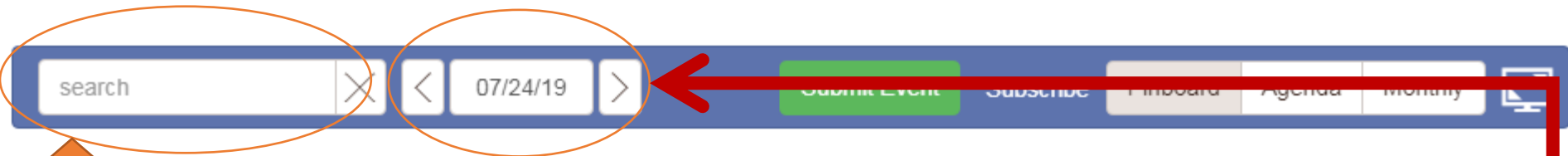
Click on Events

Click on either Calumet Heritage Event Series Links

Click on the Calumet Heritage Area Calendar Link

Explore the Calumet region with engaging events from CHP throughout the year! For other events check out the [Calumet Heritage Area Calender!](#)

Part 2a: Searching for Events



- Use the *Search* bar to search keywords, phrases, and categories.
- Use the *Date* bar to change what events are shown based on when they occur.

Part 3a: The Calendar Display

LAKE COUNTY
parks & rec

Wed Jul 24th 9:00am - 10:00pm

Summer Night at Gibson Woods

Lake County Parks and Rec, IN

Nature Recreation
Outdoors Family Education
Free Lake-County-IN

LAKE COUNTY
parks & rec

Wed Jul 24th 9:30am - 11:00am

Winged Wonders Walk

Lake County Parks and Rec, IN

Free Nature Outdoors
Recreation Family
Lake-County-IN

LAKE COUNTY
parks & rec

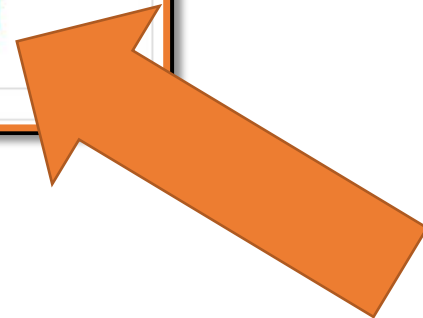
Wed Jul 24th 10:00am

Summer in the Park: Sunflower House

Lake County Parks and Rec, IN

Nature Outdoors Family
Free Arts-&Crafts
Lake-County-IN

- Click on a category box to bring up every event with that category.



Part 3b: Pin Board Calendar

search [X] < 07/24/19 > Submit Event Subscribe **Pinboard** Agenda Monthly [Monitor Icon]

Events from Jul 24th

LAKE COUNTY parks & rec

Wed Jul 24th 9:00am - 10:00pm

Summer Night at Gibson Woods

Lake County Parks and Rec, IN

Nature Recreation
Outdoors Family Education
Free Lake-County-IN

LAKE COUNTY parks & rec

Wed Jul 24th 9:30am - 11:00am

Winged Wonders Walk

Lake County Parks and Rec, IN

Free Nature Outdoors
Recreation Family
Lake-County-IN

LAKE COUNTY parks & rec

Wed Jul 24th 10:00am

Summer in the Park: Sunflower House

Lake County Parks and Rec, IN

Nature Outdoors Family
Free Arts-&Crafts
Lake-County-IN

Wed Jul 24th 5:00pm - 8:00pm

Twilight in the Train Garden

Taltree Arboretum and Gardens

Family Recreation
Outdoors Porter-County-IN

Chellberg Farm Camp
Parent Information Guide
June and July, 2019

FRIENDSHIP BOTANIC GARDENS

Part 3c: Agenda Calendar

search [X] < 07/24/19 > Submit Event Subscribe Pinboard **Agenda** Monthly

Events from Jul 24th

Summer Night at Gibson Woods

Wed Jul 24th 9:00am - 10:00pm
Lake County Parks and Rec, IN

Nature Recreation Outdoors Family Education Free Lake-County-IN

Winged Wonders Walk

Wed Jul 24th 9:30am - 11:00am
Lake County Parks and Rec, IN

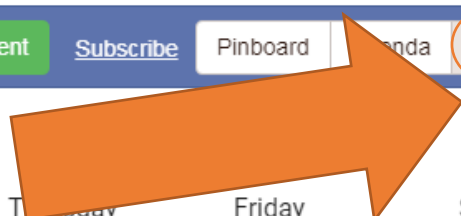
Free Nature Outdoors Recreation Family Lake-County-IN

Part 3d: Monthly Calendar

search [X] < 07/24/19 > Submit Event Subscribe Pinboard Agenda Monthly

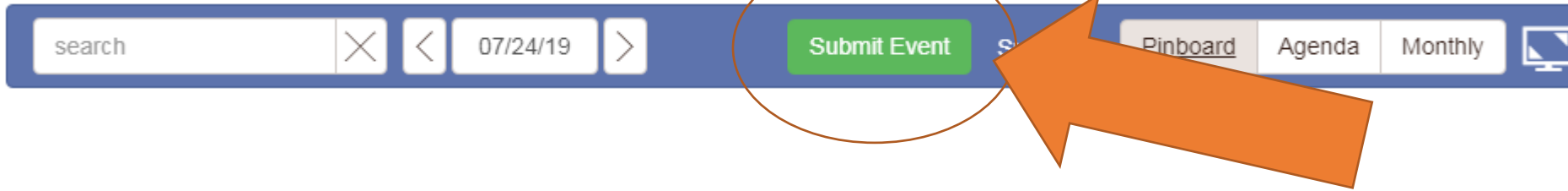
July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4	5	6
May 15th-Aug 18th Chicago Kids Company presents Princess & the Pea						
May 17th-Aug 4th Corey Hagelberg: No Beauty in This						
May 20th-Aug 9th These 2 Painters: Cole Pierce+James Jankowiak						
May 30th-Sep 21st 61: An Exhibit Celebrating the 61st National Park						
Jun 3rd-Sep 13th Upcoming Exhibit - Noel Morical						
Jun 8th-Oct 5th Roland Lee Hockett Art Exhibit						
Jun 9th-Jul 21st Thom Ross: The Black Sox-A Century Later						
Jun 12th-Jul 17th Abstract Painting						
Jun 13th-Jul 25th Stop Motion Animation						
Jun 14th-Jul 20th Midwest College Society Exhibit						
Jun 15th-Aug 15th Renee McGinnis: Tales from the Biosphere						
Jun 28th-Nov 15th Calumet Voices, National Stories Exhibit						

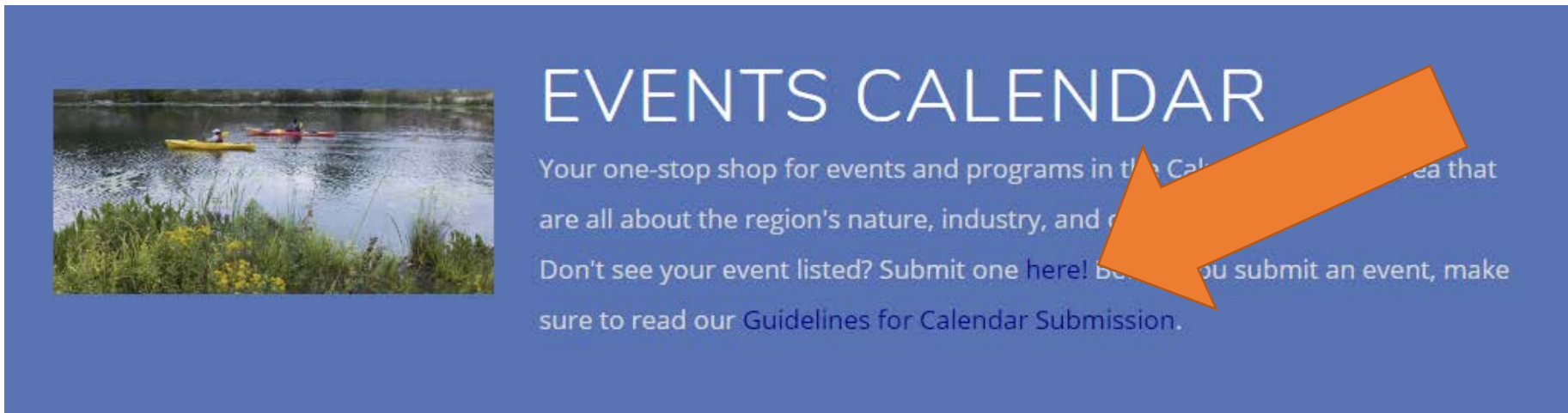


Calumet Heritage Partnership

Part 4a: Submitting an Event



- Click on *Submit Event* or click on the link in the description.



Part 4b: Submitting an Event

1. You or your Organizations Name
2. You or your Organizations Contact Email
3. Private Note to the Calendar Manager.
4. Title of Event
5. Check box if you want a button linking this post to your organizations website.
6. A Link to your events page from your organizations website

Calumet Heritage Area

Your Name

Your Contact Email

Private notes for the calendar owner (not shown with your event)

Event Title

Add a button linking to the event website

A link to your event website



Part 4c: Submitting an Event

1. Include the text you want to see on the button for the website link.
2. Include 4 categories/tags from a pre-created dropdown list.
3. Attach an image depicting the event by clicking 'Add Event Image' and selecting from your computers files or a URL.
4. Include the day and time of the event.








The screenshot shows a form for submitting an event. It is divided into several sections:

- Text shown on the button linking to your website (keep it short):** A text input field containing "button label". A red arrow points to this field from the first instruction.
- Keywords/Tags (comma separated):** A text input field containing "add tags make your event easier to find". A red arrow points to this field from the second instruction.
- Event Image:** A section with two buttons: "Add Event Image" and "No Image". A red arrow points to the "Add Event Image" button from the third instruction.
- Time and Date:** A section with four input fields: "from" (07-24-19), "at" (9:00 am), "to" (07-24-19), and "at" (9:00 am). There is also a checkbox for "All day" which is unchecked. A red arrow points to the "from" field from the fourth instruction.
- Timezone:** A text input field containing "timezone America/Chicago".

Part 4d: Submitting an Event

- Include the description of your event
- (Optional) Include an similar image.

Event Description

← → H1 H2 **B** *I* U       

Part 4e: Submitting an Event

<p>Venue name/Room/Building (or other extra info)</p> <input type="text" value="venue information"/>	<p>Map Preview</p>
<p>Street Address</p> <input type="text" value="address"/>	
<p>Directions</p> <input type="text" value="directions to help people find you"/>	

- Include the name of the event location, the address, and any directions needed.

Part 4f: Submitting an Event

To submit an event to our calendar just fill in this form

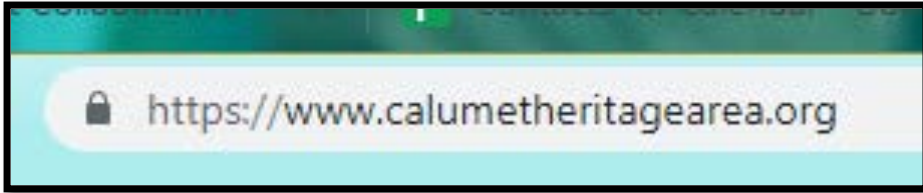
Check and Submit

- Once all the boxes have been filled click the “Click and Submit” box; afterwards you will be redirected to a new page.

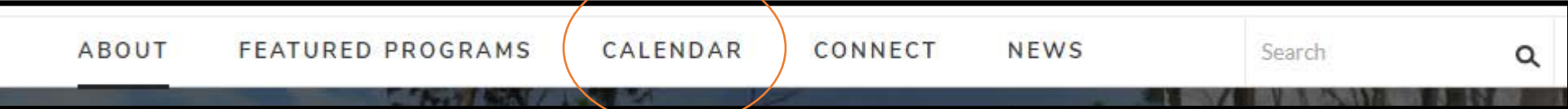


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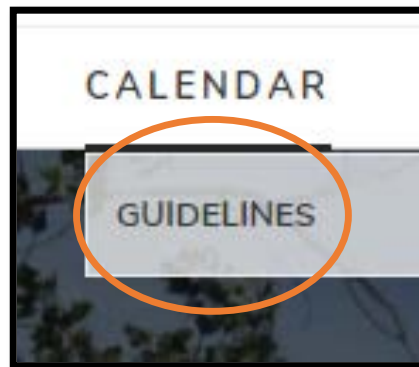
Accessing the Guidelines



- Go to the Calumet Heritage Area Website



CALENDAR



- Click the dropdown labeled GUIDELINES

Other Information

- If you need to contact the calendar manager their email is: calumetheritagecalendar@gmail.com
- Calendar events will be available no later than one week after submission
- If your event needs more than 4 categories please include them in the notes to the calendar manager
- See the guidelines (<https://www.calumetheritagearea.org/guidelines.html>) or contact the calendar manager if you have any other questions



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Going forward

- If you know how to code, you can add the calendar to your website via this code – it updates automatically!

```
<div data-tockify-component="calendar" data-tockify-calendar="calumetheritagearea"></div>
```

```
<script data-cfasync="false" data-tockify-script="embed" src="https://public.tockify.com/browser/embed.js"></script>
```

- Use and share this Trello link with your networks; it contains graphics, social media copy, calendar descriptions, etc.

<https://trello.com/b/eoHIIWOY/calumet-heritage-area-calendar-calumetheritageareaorg-calendar>

- Please share this calendar by adding this calendar event submission link to your website:

<https://tockify.com/tkf2/submitEvent/b00c95d14e2b486bbc9b62b749ccc635>



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