

# Horticulture Event Calendar

This calendar has been created to serve as a centralized resource for our members and the public to access chapter horticulture events throughout the state. Events include plant sales, symposia/workshops, garden tours, talks/presentations, volunteer opportunities, and other miscellaneous events.

If you have any questions please contact [hortcalendar@cnps.org](mailto:hortcalendar@cnps.org)

## Instructions for submitting events

### Step 1-Login to submit event

<http://cnps.org/cnps/horticulture/calendar/new/add.php>

login: dodecatheon

password: stars

### Step 2- Enter event information

Fill out the fields for the event information, then click 'Continue.' Fields in green are required and fields in yellow are recommended.

**Note:** There are two different contact fields. One is contact information for the event, which will be published on the website for public view, and the other is administrative contact information, the person who is submitting the event information which will only be seen by the site administrator.

### Step 3- Review event information

Here you will have a chance to review the event information. If everything is correct then click 'Continue' to finalize your event submission.

If you need to make an edit click on the 'click here to edit' link in the top grey box and you will be redirected to the previous page. After the event has been submitted and you need to make any changes please email [hortcalendar@cnps.org](mailto:hortcalendar@cnps.org).

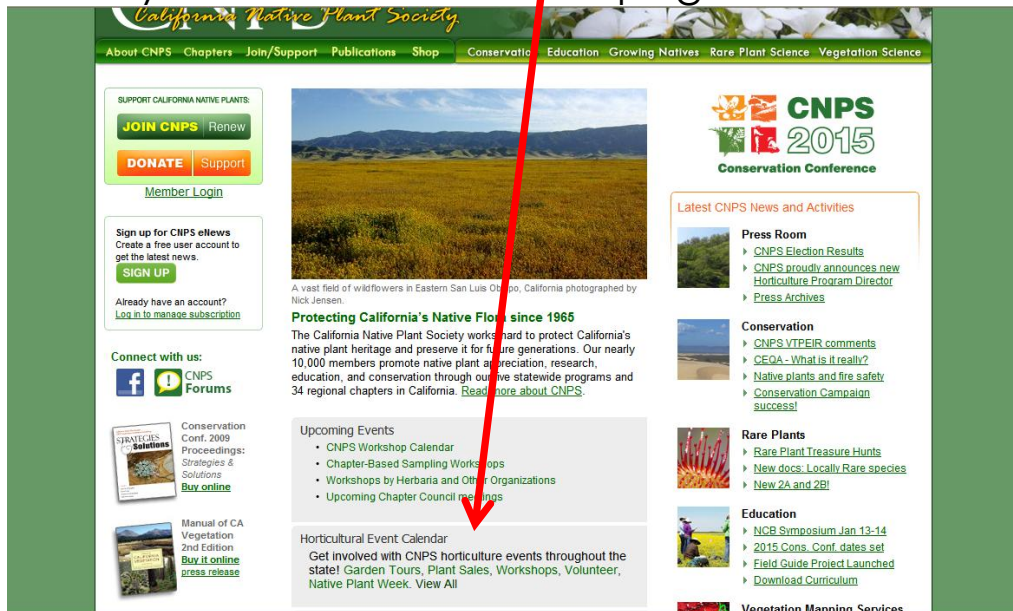
# How to access the Calendar

The direct link to the calendar is

<http://www.cnps.org/cnps/horticulture/calendar/index.php>

The calendar can be accessed from the CNPS home page in two places:

- Directly from the CNPS home page



- Growing Natives > sales & events tab

