

Posting Events to GaStateParks.org

Georgia
State Parks
& Historic Sites



To begin, you must set up an account.

- At the bottom of www.GeorgiaStateParks.org click “Sign In.”
- Go to Create Account – Use your office address and e-mail. You will receive a User Name and Password via e-mail.
- Contact Ben.Chambers@dnr.ga.gov to have your access level increased to “staff” and to change your password if you would like a new one. Once you receive a confirmation, you will be able to add events.


To add an event, click on ‘Staff Resources’ in the footer of the website. Click the large ‘Add Event’ button near the top right of the staff resources page. Below is the next screen you’ll see.

[Our Events](#) [Calendar](#) [Search Events](#)

Add Event

You must read the instructions (found under Staff Resources) before posting events.

When does your event occur?

Start Date:  Start Time: AM ▼ End Time: AM ▼

Repeats: ▼

[Continue](#)

You may add additional date patterns by clicking "Add Dates" after saving your event.

Enter first date. Add more dates on next screen. If event repeats throughout the day, list first start time, then the ending time for the LAST program.

Do not post last-minute events on the website. They must be at least two weeks in advance. Only events posted three months in advance will be included in calendars sent to magazines and newspapers.

Select "Does not repeat" even if there are more dates.

This is the top of the next screen.

Tip: If entering a statewide event such as National Trails Day, give it a title specific to YOUR event, not simply National Trails Day. This prevents duplication among all the parks. It's okay to put National Trails Day AFTER the title. (Example -- Avian Loop Hike: National Trails Day)

The screenshot shows a web form for event registration. At the top, there is a header bar with a landscape image. Below the header, the form is divided into two main sections. The left section contains dropdown menus for 'Select a Park' (set to 'Fort Morris Historic Site'), 'Participating Group' (set to 'Fort Morris Historic Site'), 'Event Location' (set to 'Fort Morris Historic Site'), and 'Add a new event or reuse an existing event at this location:' (set to 'New Event'). The right section contains input fields for 'Event Phone Number' and 'Event Link (optional)'. A blue 'Submit' button is located at the top right. Two yellow callout boxes provide additional guidance: one points to the 'Event Phone Number' field with the text 'Required. Don't repeat # in description.', and another points to the 'Event Title' field with the text 'Creative is good, but make sure your title isn't so creative that readers don't "get it." Don't use ALL CAPS, but do capitalize most words. (Ex: Beginner Archery for Women)'.

Select a Park ▼

Zip Search:

Participating Group:
Fort Morris Historic Site ▼

Presenter: Fort Morris Historic Site
Location: Fort Morris Historic Site

Event Location:
Fort Morris Historic Site ▼

Add a new event or reuse an existing event at this location:
New Event

Event Title:

Event Phone Number:

Event Link (optional):

Required. Don't repeat # in description.

Creative is good, but make sure your title isn't so creative that readers don't "get it." Don't use ALL CAPS, but do capitalize most words. (Ex: Beginner Archery for Women)

Writing an effective description (1 of 2)

Tip: Your listing is a reflection on the Georgia Department of Natural Resources, so be professional. Proof your work for spelling and grammar. Listings that don't follow instructions may be deleted without notice.

Event Location:

Add a new event or reuse an existing event at this location:

Event Title:

Event Description. Required. Limit 350 characters:

350 characters remaining

☒ Include event description as the intro paragraph on event's detail page

You are competing with every other event happening that day, so your description should make people enthusiastic about your program. **Start with what visitors will see and do.** Be specific. Ex: How long is the trail and what plants will they see? What age group? Are dogs welcome? What kinds of crafts will they make? Are staff dressed in period clothes?

Write for an audience that is new to your park, not for “regulars” or volunteers. Many Georgians are newcomers who may not realize we have both mountains and beaches in our state.

Don't repeat your park name or event title here. Our web system will automatically put these at the beginning of your listing. (Ex: Don't start with “Come to Hart State Park for our Pioneer Day.”)

If you want participants to register, end the description with this: **Register in advance.**

There is no need to repeat the phone number here for registration. Our web system will put it at the end for you.

Writing an effective description (2 of 2)

Tips: Don't click "enter" after each sentence. The description should be one paragraph. Don't use exclamation points instead of periods. Spell out "and" instead of using "&." The less an editor has to change, the more likely they'll include your event in their calendar.

The image shows a web form for creating an event. It includes a dropdown for 'Event Location' (set to 'Fort Morris Historic Site'), a dropdown for 'Add a new event or reuse an existing event at this location:' (set to 'New Event'), a text field for 'Event Title', and a large text area for 'Event Description. Required. Limit 350 characters:'. Below the description area is a checkbox 'Include event description as the intro paragraph on event's detail page.' and a text area for 'Use this box for additional event details. Optional.'. Two callout boxes provide additional guidance: a yellow one on the right about punctuation and capitalization, and an orange one at the bottom left about the optional details box.

Event Location:
Fort Morris Historic Site ▼

Add a new event or reuse an existing event at this location:
New Event ▼

Event Title:

Event Description. Required. Limit 350 characters:

350 characters remaining

☒ Include event description as the intro paragraph on event's detail page.

Use this box for additional event details. Optional.

Remember that the words you use are what make it exciting, not punctuation. **Why should you avoid exclamation points and ALL CAPS?** Because our event calendar is sent to writers who usually follow AP Style. If journalists have to spend time editing our events, they may simply delete them. Write professionally and proof your work because you represent DNR.

If you want to include **sponsors**, include this toward the end of the description or even in the second detail box. Remember that visitors are attracted to your program because of what they'll see and do, not the sponsor.

Readers see this box only if they click on your event. It's a good place to put schedules or lists of what to bring.

Fees.

Tip: All fees must be written in the same format for consistency throughout the calendar.
Do not say “regular admission charged” because the average reader does not know your fees.

The image shows a screenshot of a web form for entering event fees. The form includes a 'Parking Fee' dropdown menu, an 'Event Fee Description' text box, a date and time selector, and two columns of checkboxes for selecting event types. Annotations with arrows point to specific parts of the form:

- An orange arrow points from the 'Event Fee Description' text box to a red box containing the text: "Always follow this example." Below the text box, an example is provided: "Example: \$4 - \$6 (not \$4.00 or \$4 per person)" and a note: "Leave blank if no fee."
- A yellow arrow points from the 'Parking Fee' dropdown menu (which is set to '\$5 Parking') to a yellow box containing the text: "Historic Sites change this to No Parking Fee."
- A yellow arrow points from the date and time selector (which shows '3/7/2017', '5:00 PM', and '11:00 PM') to a yellow box containing the text: "Historic Sites list their child rate - adult rate. Never say 'per person' because that's implied, but you can say 'per family.'"

Parking Fee: \$5 Parking

Event Fee Description:

Example: \$4 - \$6 (not \$4.00 or \$4 per person)
Leave blank if no fee.

One of: Historic Sites change this to No Parking Fee.

Start Date: 3/7/2017 **Time:** 5:00 PM **End Time:** 11:00 PM [Remove](#)

[Add Additional Dates](#)

Select one:

- ☐ Junior Ranger Program Calendar
- ☐ Park Volunteer Project Calendar
- ☐ State Park and Historic Site Calendar

Select all that apply:

- ☐ AmeriCorps Event
- ☐ Archery
- ☐ Biking
- ☐ Boating
- ☐ Camping

You're almost done.

Tip: If your event spans numerous days (such as a temporary exhibit) it may be best to add it to your website text rather than the calendar. Call the Marketing Unit at 770-389-7284 for advice.

Parking Fee:

Event Fee Description:

Example: \$4 - \$6 (not \$4.00 or \$4 per person)
Leave blank if no fee.

One or More Days

Start Date: [Remove](#)

[Add Additional Dates](#)

Select one:

- ☐ Junior Ranger Program Calendar
- ☐ Park Volunteer Project Calendar
- ☐ State Park and Historic Site Calendar

Select all that apply:

- ☐ AmeriCorps Event
- ☐ Archery
- ☐ Biking
- ☐ Boating

Add as many dates as you need. If you have three hikes on the same day, post only one day, then enter the first hike starting time and last hike ending time. Don't duplicate dates just to add individual times. You can put the actual times in the description.

You're almost done. Yay! **Proof everything carefully for spelling and grammar.** Select the appropriate boxes here. Once you click Finished, your event will be pending approval by the Marketing Unit. Once approved, most events will show on your park's webpage and the main calendar (www.GaStateParks.org/events). Smaller events may be posted only to your park's webpage.

