

# **Quick Start Guide**

Adding your event to  
this calendar

1

Go to <http://www.zoomaru5.com> and register if you have not already done so.

If you have already registered, just login

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Users

- Login
- Lost Password

Calendar

- View Current Events
- View All Events
- View Ongoing Events

To find more events, Search Calendar

- by Category
- by Venue
- by County
- by City
- by Date Range

Enter Search Words

Register Now

- Register

Registered Users

Event Listing Guide

Calendar Home

**Welcome to the Calendar!**

Find your kind of fun! Current Events are displayed below. SEARCH the entire site by date, activity type, locale or venue for more specific information.

ADD your Event to this Calendar; it's free. Just register once, login and follow the instructions.

Current Events:

**Thursday, September 6, 2018**

**The Friendship 100**

September 17, 2018 | Grass Valley, CA | An Indy 500 style go-cart car race, miniature golf tournament, and banquet dinner. [READ MORE](#)

**Draft Horse Classic**

September 21, 2018 - September 23, 2018 | Grass Valley, CA | Majestic Draft Horse performances, breath-taking competitions, and seeing a Draft Horse "up-close" - it's all part of the Annual Draft... [READ MORE](#)

**CNL Board Meeting**

September 27, 2018 | Nevada City, CA | Monthly Board Meeting [READ MORE](#)

**Spaghetti Dinner**

October 06, 2018 | Grass Valley, CA | A fundraiser organized and run by The Friendship Club Leadership Council. [READ MORE](#)



## 2. Register

First time users must register before posting events. Once registered, you may post, edit and delete your events.

If you work for an organization, we recommend picking a username and password that everyone can remember, such as the name of the organization and a familiar password. That way everyone can post and edit events using the same username and password.

Do not use passwords that are used for banking or other sensitive purposes

Complete your profile. Be sure to include a phone number and email so that calendar administrators can contact you if clarification is needed.

TIP: Make a note of your username and password:

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### Users

[Login](#)  
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### Calendar

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To find more events,  
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### Register Now

[Register](#)

### Registered Users

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This Web Page is part of the Zoomaru™ Network.

171.222.126.222

### For Your Information

Registration allows you to post events to the Zoomaru Calendar Network, Add Profiles to the Professional Directory, Get Statistics for your Events, and more. It's free to register and easy to use. Create an account today and see how Zoomaru's Collaborative Marketing and Audience Development Tools can improve exposure for your events and venues!

Please fill in ALL the fields. **User names should consist of only letters (a-z, A-Z) and numbers (0-9) and be no longer than 30 characters. Spaces will be converted to an underline '\_'.**

### Register!

**Username(No Spaces):**  **Confirm Username:**

**Password:**  **Confirm Password:**

**Email:**  **Confirm Email:**

**Choose State:**

**Name (First Last):**

Note: When creating a Directory Profile, this name will be displayed if you do not choose a different profile name.

You must enter either a Private phone or a Public Contact phone.

**Private Phone:** Area Code: (  )  -  Ext.:

**Public Contact Phone:** Area Code: (  )  -  Ext.:

Note: This Public Contact Phone number will be displayed in your Directory Profile listing.

- I am registering as:**
- Individual
  - Non-Profit Business or Organization
  - For-Profit Business or Organization
  - Informal Group or Association





### 3. Log in

Once you have registered, you will be asked to log in. Each time you want to post a new event, just log In with your username and password.

Using the same username and password gives you access to edit or clone all of “your” events. If you create a new username and password, you will not have access to your previous events with the new username and password.

TIP: Use the “Lost Password” button in the “Users” section to request that a new password be emailed to you.

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#### Registered!

Thank you **rebeccacnl**, your information has been added to the database, you may now log in and add your own Events to the calendar or add a Profile to the Professional Directory. Please check your email to find out about the benefits of registering with Center for Nonprofit Leadership and Zoomaru!

#### Users

Login  
Lost Password

#### Calendar

[View Current Events](#)  
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To find more events,  
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Enter Search Words

Search

[Register Now](#)

## 4b. Log in

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### For Your Information

If you have already registered, use this form to login. If you have yet to register, go to our simple [registration form](#) and create a free account. Once you have done so, you may login, add Events to the Calendar or create a Classified Want-Ad... .

Forgot your password? Use the [lost password](#) form to email yourself a new one!

### Users

[Login](#)  
[Lost Password](#)

No bulletins today.

### Calendar

[View Current Events](#)  
[View All Events](#)  
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### Calendar Login -

Username:

Password:

To find more events,  
Search Calendar

by Category  
by Venue  
by County  
by City  
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Enter Search Words

Search

Login

### Register Now

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This Web Page is part of

## 5. Add an Event.

Your username will appear on the page when you are logged in.

Click on "Add an Event" in the menu to get started

Please keep in mind that for security purposes if your event listing is idle, that is, you do not move to the next input page, for about 20 minutes you will be logged out.



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Welcome,  
**Rebecca!**

Enterprise ver4.9

Logout  
My Account  
My Profile(s)

Need Help or Have an Idea?  
Directory User Guide

**Add An Event**  
Edit An Event  
Add Classified

Calendar

View Current Events  
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To find more events,  
Search Calendar


**Welcome back, Rebecca!** Shown below are current Events.

Current Events:

**Friday, September 7, 2018**


**The Friendship 100**

September 17, 2018 Grass Valley, CA An Indy 500 style go-cart car race, miniature golf tournament, and banquet dinner. [READ MORE](#)




**Draft Horse Classic**

September 21, 2018 - September 23, 2018 Grass Valley, CA Majestic Draft Horse performances, breath-taking competitions, and seeing a Draft Horse "up-close" - it's all part of the Annual Draft... [READ MORE](#)



**CNL Board Meeting**

September 27, 2018 Nevada City, CA Monthly Board Meeting [READ MORE](#)



## 5b. Add an Event.

The green circles with a question mark in them provide valuable tips when clicked.

### Enter Event Title

Choose start and end date using the calendar buttons.

Check the “Recurring Event” Box if:

Your event is one that occurs on a regular basis, i.e. weekly, monthly or annually. If this is a recurring event, **enter the start and end dates for the first event in the series.**

You will have an opportunity to enter the recurrence sequence and end date of the series on page four

Please note that all fields with a red title must be complete for the event to go live.



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**For Your Information**

Use this form to enter event information into the Calendar. You may edit or delete an entry later. All required fields are marked in **bold red**. Please make sure to double-check your information.

Add An Entry To The Calendar: Basic Information - Page 1

Your Primary State is: **CA**

If your event occurs in another state, enter the state here->

Welcome, **Rebecca!**

Enterprise ver4.9

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by Venue  
by County  
by City  
by Date Range

Enter Search Words

**Select Primary Category** ? :

You can select sub-categories on the next page.

**Event Title (72 chars max)** ? :

**Event Dates:** ?

**Is your event recurring? Please read instructions here.** ?

**Recurring Event.** You will fill out the recurring information on page four of this form.

**Start Date:**

**End Date:**

**Start Time:**

**End Time:**   No End Time

**Ongoing Events:** Your event will be an Ongoing Event if it lasts more than 45 consecutive days. Ongoing Events are displayed at the end of the Event Listings.

## 5c. Add an Event.

Enter Event Price. Spell out any different prices, such as adult, child, senior, etc.

Enter Event Price Link. If you offer online ticket sales, enter the link to your ticket sales web page. This will add a "Ticket" icon to your listing.

Select Primary Category  
You will have the opportunity to refine your category further at the end of the event listing.

Click "Continue to nextpage" at the bottom of this page



by Date Range

Enter Search Words

Search

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174.222.176.221

Users: 6354

Registered Today: 1

Event Title:   NO END TIME

**Ongoing Events:** Your event will be an Ongoing Event if it lasts more than 45 consecutive days. Ongoing Events are displayed at the end of the Event Listings.

Price:

Enter the price to attend your event. If your event is not FREE, enter a single dollar amount (ie \$5) or a range for multiple ticket prices (ie \$5 - \$100). With multiple ticket prices you may briefly explain the different values (ie \$5 children, \$15 adult, \$100 reserved seating)

Purchase Link:

Enter the URL/web-address of the web-page that has your online ticket processing. If you do not have an online ticketing system, leave blank.  
Example: [www.mytickets.com](http://www.mytickets.com)

If you are using a Purchase Button from PayPal, SquareUp or others, leave the "Purchase Link" field blank and enter the button code in the "3rd Party Purchase Button Code:" field

3rd Party Purchase Button Code:

Enter the Purchase Button code you generated from your e-commerce site, such as PayPal, SquareUp, etc. If you do not have an online pay system, leave blank.

**Primary County:**  
Primary County where the Event takes place. If your Event covers multiple counties, select the county where the Event headquarters are located. This entry is necessary to insure that your Event is picked up by the local Calendars. If your county is not listed in the drop-down, click on "My Account" and change your "Primary State." If not selected, your primary county will be:

## 5d. Add an Event.

Upload an image.

You may upload an image such as a logo, graphic or photo. Follow the guidelines listed for image choice. The most common causes for image failure are when the file is not a jpg format or the file is too big.

Enter your event description. Put the most exciting information in the first sentence or two, as this is what people see when they first look at the calendar.

Specify sub-categories. Check the sub-categories that help to refine details about your event. Sub-categories differ based on your Primary Category.

Enter keywords. Keywords are words that are not contained in your event name or description

Click "Continue to next page" at the bottom of this page



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Welcome,  
**Rebecca!**

Enterprise ver4.9

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Need Help or Have an Idea?  
Directory User Guide

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To find more  
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by Category  
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Enter Search Words  
Search

Register Now

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This Web Page is part of  
the Zoomaru™ Network.

174.222.176.221

Users: 6354

Registered

Add An Entry To The Calendar: Specific Information - Page 2

Image requirements:

\* ALL IMAGES must be in .jpg format. Maximum image size is 3 MB. If your image is greater than 2 MB, you may expect a long upload time. **WAIT** for your uploaded image to appear in the upload image window before proceeding. If having trouble uploading, try reducing the image size. [Click here for more information on .jpg image sizes.](#)

\* You cannot use a link as your image resource, you must upload an image for it to appear with your Calendar listing. The image upload form will pop-up in a new window. **WAIT** for your uploaded image to appear in the upload image window before proceeding.

\* Images must not be distasteful. Use your best judgement when considering this. This is a public-friendly site for all-ages.

\* Click the **Upload Image** button below to add a thumbnail image to your Event.

Upload Image

YouTube Video ID#



**Event Description:** List any other information necessary, including any exceptions to start and end time, and information about date particulars.

Make the first couple of event description words pertinent for your event and enticing! No need to repeat the date and time right in the beginning.

Your Primary Category is **Community/Government**

Specify Sub-Categories for your Event: (check all that apply)

- |  |                                      |   |   |  |
|--|--------------------------------------|---|---|--|
| <input checked="" type="checkbox"/> Adults | <input type="checkbox"/> Animals     | <input type="checkbox"/> Barbecue/Picnic      | <input type="checkbox"/> Call to Artists            | <input type="checkbox"/> Class/Workshop      |
| <input type="checkbox"/> Community         | <input type="checkbox"/> Competition | <input type="checkbox"/> Conference           | <input type="checkbox"/> Cultural                   | <input type="checkbox"/> Environment         |
| <input type="checkbox"/> Festival/Fair     | <input type="checkbox"/> Film        | <input type="checkbox"/> Food and Wine        | <input type="checkbox"/> Fundraiser                 | <input type="checkbox"/> Health and Wellness |
| <input type="checkbox"/> Historic          | <input type="checkbox"/> Kids/Family | <input type="checkbox"/> Literary Arts        | <input checked="" type="checkbox"/> Meeting         | <input type="checkbox"/> Mixer               |
| <input type="checkbox"/> Multicultural     | <input type="checkbox"/> Museum      | <input type="checkbox"/> Music                | <input type="checkbox"/> Nature                     | <input type="checkbox"/> Performing Arts     |
| <input type="checkbox"/> Public Meeting    | <input type="checkbox"/> Schools     | <input type="checkbox"/> Seniors              | <input checked="" type="checkbox"/> Service Project | <input type="checkbox"/> Special Event       |
| <input type="checkbox"/> Theatre           | <input type="checkbox"/> Tours       | <input type="checkbox"/> Trails and Corridors | <input type="checkbox"/> Visual Arts                | <input type="checkbox"/> Walk                |
|  |                                      |   | <input type="checkbox"/> Youth                      |  |

What city will your event be held?

Continue To Next Page

Clear Form

## 5e. Add an Event.

### Select Venue

Use the drop-down menu to find your venue. Be sure you know the exact name of the venue to avoid duplication.

If your venue is not listed...



< September 2018 > TITLES=Test Event  
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Welcome,  
**Rebecca!**

Enterprise ver4.9

Logout  
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Need Help or Have an Idea?  
Directory User Guide

Add An Event  
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To find more events,  
Search Calendar

by Category  
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by County  
by City  
by Date Range

Enter Search Words  
Search

Register Now  
Register

Add An Entry To The Calendar: Venue Information - Page 3

Select a Venue. A venue is the location of your event. If your event spans multiple cities or counties, select the venue where people will be buying tickets or registering for the event. Refrain from specifying your event title as the venue. Use the drop-down list below to select your venue. If your venue is not on the drop-down list, enter the venue information in the NEW VENUE WINDOW.

Select Venue

- Click here for drop-down.
- 15 Nevada County Wineries, , Grass Valley
- 151 Union Square, 151 Mill Street, Grass Valley
- 49er Fun Park, , Grass Valley
- ACACIA, 13154 Ridge Rd., Grass Valley
- Alexander Technique office, 471 S. Auburn Street, Grass Valley
- Alta Sierra Country Club, 11897 Tammy Way, Grass Valley
- Alta Sierra Country Club, 11897 Tammy Way, Grass Valley
- Amaral Family Festival Center, Nevada County Fairgrounds, Grass Valley
- Animal Place, 17314 McCourtney Rd, Grass Valley
- Arietta Douglas room in the Holbrooke Hotel, West Main St., Grass Valley
- Art Discovered, 156 Mill Street, Grass Valley
- Art for Life benefit for HALO, call for directions, Grass Valley
- Art Thyme Gallery at Summer Thymes, 421 Colfax Street, Grass Valley
- Art Works Gallery, 113 Mill St., Grass Valley
- Artists' Studio in the Foothills (ASiF), 940 Idaho Maryland Road, Grass Valley
- Artists' Studio in the Foothills (ASiF) Nevada..., 940 Idaho Maryland Road, Grass Valley
- ASiF Gallery @ Grass Valley Wine Company, 128 Mill Street, Grass Valley
- ASiF Gallery @ Lucchesi Winery, 128 Mill Street, Grass Valley
- Asif Studios, 940 Idaho Maryland , Grass Valley
- ASiF Studio, 940 Idaho Maryland Road, Grass Valley
- Asif Studios, 940 Idaho Maryland, Grass Valley
- Avanguardia Wines, 209 W. Main St., Grass Valley
- Banner Grange, 12629 McCourtney Road, Grass Valley
- Banner Grange # , 12629 McCourtney Road, Grass Valley
- Banner Hall, 12629 McCourtney Road, Grass Valley
- Bear River High School, 11130 Magnolia Rd, Grass Valley
- Bear River Pasta Company, 109 Bank St., Grass Valley
- Ben Franklin Crafts - Grass Valley, 598 Sutton Way, Grass Valley
- Bent Metal Winery, 14364 McCourtney Road, Grass Valley
- Body Balance, 151 Mill Street, Grass Valley
- Booktown Books, 107 Bank Street, Grass Valley
- BriarPatch Co-op Market, 290 Sierra College Dr., Grass Valley
- Bus Trip, Pick up in Grass Valley; location TBA upon registration, Grass Valley
- Center for Spiritual Living, 119 Florence Avenue, Grass Valley
- Center for the Arts, 314 W. Main St., Grass Valley
- Center For the Arts - On the Go, 998 Plaza Dr, Grass Valley
- Center of Movement , 107 West Main Street, Grass Valley
- Center Stage Dance Studio, 121 Joerschke Dr, Grass Valley
- Chacewater Building, 908 Taylorville Road, #103, Grass Valley

## 5e. Add an Event.

Enter complete details if your venue is not listed in the drop down list. The venue will be added to the drop-down menu for future use.

Provide contact details for your event. This is the specific contact information for the event, not necessarily for the venue or the organization. You can use a link to the exact page on your website to find event information

Specify the county where your event takes place. This is used to filter events on some calendars.

Click "Submit Entry" at the bottom of this page

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Welcome,  
**Rebecca!**

Enterprise ver 4.9

Logout  
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Add An Event  
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Add Classified

### Calendar

View Current Events  
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To find more events,  
Search Calendar

by Category  
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by Date Range

Enter Search Words  
Search

Register Now

Register

TITLE3=Test Event

### Add An Entry To The Calendar: Venue Information - Page 3

**Select a Venue.** A venue is the location of your event. If your event spans multiple cities or counties, select the venue where people will be buying tickets or registering for the event. *Refrain from specifying your event title as the venue.* Use the drop-down list below to select your venue. If your venue is not on the drop-down list, enter the venue information in the NEW VENUE WINDOW.

Select Venue:

#### - NEW VENUE WINDOW. -

If your venue was **NOT LISTED** in the drop-down above, enter the venue information in the following fields

Venue Name:		
Address Line 1:		
(Address Line 2):		
City	State	Zip
Grass Valley	CA	
County: Nevada		

Please provide a phone number, email, and/or website for the public to get more information about your Event.

**One of the following is required.**

Event Phone: Area Code: (  )  -

Event Email:

Event Website:

Submit Entry Clear Form



## 5f. Specify Recurring Event

If you are listing a recurring event you will be asked to fill in the occurrence at this point.

Click “Submit Entry” at the bottom of this page

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Welcome,  
**Rebecca!**

Enterprise ver4.9

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### Calendar

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To find more  
events,  
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### For Your Information

Use the following form to submit this event for multiple dates. If you do not wish to enter a recurring event, simply leave the fields blank and submit the entry. Maximum recurring events generated is 52.

### Add An Entry To The Calendar: Recurring Event Information - Page 4

#### Previously entered event date information:

Event starts on this day: **September 07, 2018** . . . . . and ends on this day: **September 07, 2018**

#### Recurring Event Date Information:

Weekly:  ... every Friday  ... every other Friday

Monthly:  ... every first Friday  ... the 07th of every month

Yearly:  ... every September 07th

... until: Choose date

## 6. Confirmation.

You will be directed to a confirmation page for your event. Your event will now be “live” on Zoomaru calendars which match the filter criteria for your event.

Current partner calendars include

Arts and Culture Commission of Contra Costa County

Auburn Symphony

California Watchable Wildlife

Center for Non Profit Leadership

FoodWineArt Magazine

Live From Auburn

Nevada County Arts Council

Zoomaru

You may use your username and password at the above calendars.



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To find more  
events,  
Search Calendar

### Entry Submission Results

Event record saved! If the Event is within the new few weeks, you may now go back to the [main page](#) to view your submission.

You will be automatically redirected to the home page in a few moments, or else you may [click here](#).

### My Events Widget

If you would like to see the events you posted here on your website, simply copy the below code into a page of your website to get instant and current display of all events that you posted through your Zoomaru Portal Partner.

Below is your free My Events Widget.

```
<iframe src = "http://www.zoomaru5.com/featuredeventu.php?pby=8939" width="95%" height="400" frameborder="0"></iframe>
```

You can ways get your free My Events Widget code by clicking on 'My Account' in the side bar. Here is what it might look like:



Friday, September 07, 2018  
2:00 PM - 5:00 PM

#### Test Event


Make the first couple of event description words pertinent for your event and enticing! No need to repeat the date and time right in the be... [READ MORE](#)

## 7. Editing and cloning

To edit or clone your event you must be logged in.

A quick shortcut for adding an event which is similar to an existing event is to clone the event, then edit the clone.

Select “edit an event”-- two options are shown here



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Welcome,  
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[Search Calendar](#)

by Category  
by Venue  
by County  
by City  
by Date Range

**Welcome back, Rebecca!** Shown below are current Events. Use the search options to refine your list.

Current Events:  
**Friday, September 7, 2018**

**Test Event**  
September 07, 2018 Grass Valley, CA  
Make the first couple of event description words pertinent for your event and enticing! No need to repeat the date and time right in the be... [READ MORE](#)

[Edit Event :192139](#) [Clone Event :192139](#)

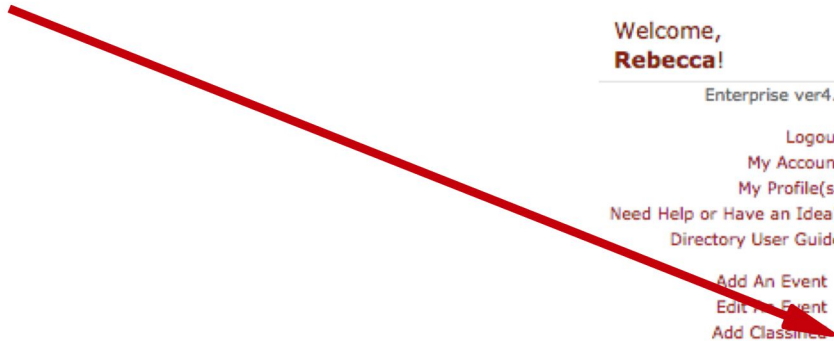
**The Friendship 100**  
September 17, 2018 Grass Valley, CA  
An Indy 500 style go-cart car race, miniature golf tournament, and banquet dinner. [READ MORE](#)

**Draft Horse Classic**  
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Majestic Draft Horse performances, breath-taking competitions, and seeing a Draft Horse "up-close" – it's all part of the Annual Draft... [READ MORE](#)

**CNL Board Meeting**  
September 27, 2018 Nevada City, CA  
Monthly Board Meeting [READ MORE](#)

## 7. Editing and Cloning

The cloned event, shown highlighted in green, is now ready for you to edit it.



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Welcome,  
**Rebecca!**

Enterprise ver4.9

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- Add An Event
- Edit An Event
- Add Classifieds

**Calendar**

- View Current Events
- View All Events
- View Ongoing Events

To find more events,  
**Search Calendar**

- by Category
- by Venue
- by County
- by City
- by Date Range

Enter Search Words

### For Your Information

Using this panel, you can edit all events you have posted to the calendar, past and present. If you have posted a recurring event, you can edit the entire series by making the edits and selecting the appropriate button.

Helpful hint: If you would like to make a past event current again, simply update with new dates.

### Edit Your Events

To display your current events on your website, simply copy the code below into a page of your website. To preview how your events will look on your web page, [click here!](#)

```
<iframe src = "http://www.zoomaru5.com/featuredeventu.php?pby=8939" width="95%" height="400" frameborder="0"> </iframe>
```

Find out more about the My Events Widget by clicking [here!](#)

<b>CLONE</b> - September 07, 2018: Test Event Event ID: 192141 Posted by: rebeccacnl Portal: cnlsierra Date Posted: 2018-09-07 21:08:36	<a href="#">Edit</a>	<a href="#">Stats</a>	<a href="#">Clone</a>	<a href="#">Delete</a>
September 07, 2018: Test Event Event ID: 192139 Posted by: rebeccacnl Portal: cnlsierra Date Posted: 2018-09-07 19:29:42	<a href="#">Edit</a>	<a href="#">Stats</a>	<a href="#">Clone</a>	<a href="#">Delete</a>

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**Thank you!**