

Events Calendar System

Log in to the website using your staff login information

Navigate to COMMUNITY – EVENTS CALENDAR

Navigate to the month and day you want to interact with

Place your mouse in the top right corner of the DAY you want to add an event to and click the PLUS BUTTON

The screenshot shows the County of Annapolis website's Events Calendar. The navigation bar includes links for Home, Staff Tools, Government, Our Community, Protective Services, Public Works & Transportation, and Tax & Finance. The calendar is set to February 03, 2025. A red arrow points to the plus button in the top right corner of the calendar grid cell for February 15th.

January		February 03, 2025					March
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
5 26	27	28	29	30	31	1	
6 02:00pm Annapolis Valley South Shore Trail Winter Hike	06:00pm Planning Advisory Committee Meeting	10:00am Community Grants Information Session - Online 06:00pm East End Area Advisory Committee Meeting	02:00pm Bridgetown Area Advisory Committee Meeting	6	7	8	
7 9	10	10:00am Committee of the Whole	12	02:00pm Community Grants Information Session - Online	14	15	
8 02:00pm Valleyview Winter Hike	17	10:00am Municipal Council 11:00am Public Hearing - Cornwallis Park Planning Documents	19	20	21	22	
9 23	06:30pm Community Grants	25	26	27	28	1	

The ADD EVENT window will now appear

Select the CATEGORY for your event from the available options

The Event Creator will have your login name already filled in.

Fill in your all your event information in the area marked in the green box

*** the date is already set to the date from the calendar DAY cell you started in. If your event happens over multiple days, change only the END DATE, otherwise just set your start and end times.

Add your event DESCRIPTION to the editor area. You can include images, links, email addresses – anything you wish.

*** LOCATION CONTACT & EXTRA INFO, are surplus fields we generally do not need not use because you can include all of your event info in the description area – so skip past these and leave blank

When complete, scroll to the top and click on SAVE AND CLOSE

You will now see the public view of the individual event detail.



SAVE SAVE & CLOSE

Title *

Categories * PLEASE SELECT A CATEGORY

Event Creator SELECT USER

Access Level Public

State Published

Start, End, Duration

All day Event or Unspecified time 12 Hour Start date 2025-02-15 Start Time 8:00 AM End date 2025-02-15 End Time 5:00 AM Repeat type NO REPEAT DAILY WEEKLY MONTHLY YEARLY

Description *

Editor Code Rich text editor toolbar

Path: Words: 0

Location

Contact

Extra Info

Municipality of the County of Annapolis - Incorporated 1879

MAIN OFFICE: 752 St. George Street, PO Box 100 Annapolis Royal, NS B0S 1A0

SATELITE OFFICE: 291 Marshall St., Unit 4, Middleton

Phone: (902) 532-2331 or (902) 825-2005 Fax: (902) 532-2096

Open Wednesday and Thursday 8:30 am - 4:30 pm

Public Works Emergency Phone: (844) 944-4074

(902) 955-3707

To Edit an existing event, find the even on the calendar and click the link to the event detail view.

Then click the small EDIT ICON in the top right of the detail

Events Calendar

Monthly View February 03, 2025

January			February 03, 2025				March	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
5 26	27	28	29	30	31	1		
6 2 02:00pm Annapolis Valley South Shore Trail Winter Hike	3 06:00pm Planning Advisory Committee Meeting	4 10:00am Community Grants Information Session - Online 06:00pm East End Area Advisory Committee Meeting	5 02:00pm Bridgetown Area Advisory Committee Meeting	6 Community Grants Information Session - Online Thursday, February 13, 2025 02:00pm - 03:00pm Single event	7	8		
7 9	10	11 10:00am Committee of the Whole	12	13 02:00pm Community Grants Information Session - Online	14	15		
8 16 02:00pm Valleyview Winter Hike	17	18 10:00am Municipal Council 11:00am Public Hearing - Cornwallis Park Planning Documents	19	20	21	22		
9 23	24 06:30pm Community Grants	25	26	27	28	1		

Events Calendar

By Year By Month By Week Today Jump to month Search

Community Grants Information Session - Online

Thursday, February 13, 2025, 02:00pm - 03:00pm

If this winter weather is keeping you home, join us online to learn more about the Annapolis County Community Grants Program.

Register at:
<https://bit.ly/feb13communitygrants>

Location: Online

Contact: Alyssa Blais, Strategic Initiatives Coordinator, ablais@annapoliscounty.ca

Municipality of the County of Annapolis - Incorporated 1879

MAIN OFFICE: 752 St. George Street, PO Box 100
Annapolis Royal, NS B0S 1A0

SATELITE OFFICE: 291 Marshall St., Unit 4, Middleton
Open Wednesday and Thursday

From the POP-UP dialogue you can interact with this event to:

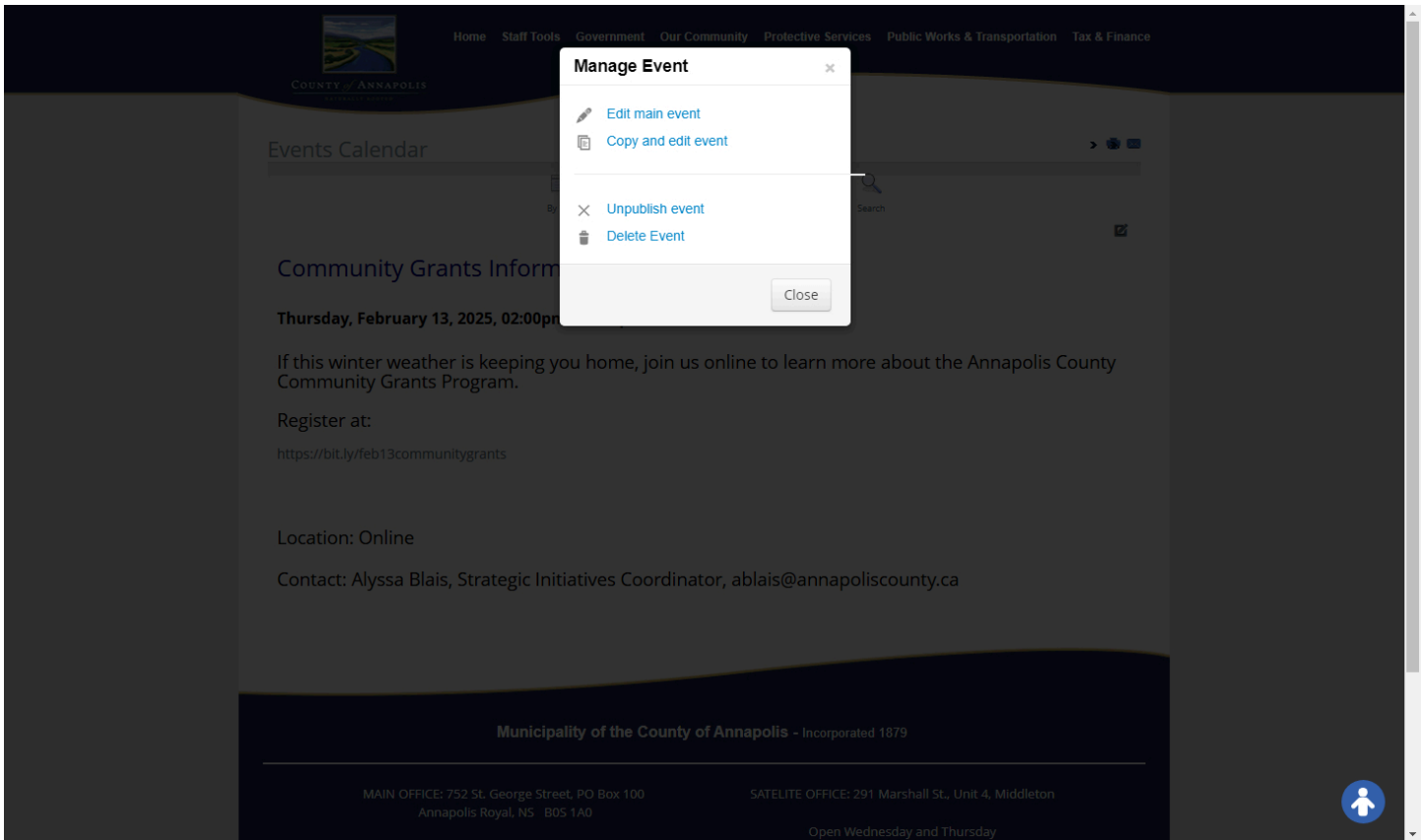
EDIT This Event

COPY and edit the new copy (change the dates, description etc)

Un-publish it, but keep it for later use

Delete it altogether.

*** In instances of multi-repeat events, you can also EDIT the MASTER EVENT, changing all copies and repeats, or you can EDIT THIS INDIVIDUAL INSTANCE, making changes to the description, time etc for that particular instance only.



The screenshot displays the Annapolis County website's event page. A 'Manage Event' pop-up dialog is open, offering the following actions:

- Edit main event
- Copy and edit event
- Unpublish event
- Delete Event

The background page shows an event titled 'Community Grants Information' on Thursday, February 13, 2025, at 02:00pm. The event description states: 'If this winter weather is keeping you home, join us online to learn more about the Annapolis County Community Grants Program.' The registration link is <https://bit.ly/feb13communitygrants>. The location is 'Online' and the contact is Alyssa Blais, Strategic Initiatives Coordinator, at ablais@annapoliscounty.ca. The footer includes the Municipality of the County of Annapolis logo and contact information for the main and satellite offices.