


## Marketing Calendar Submission Instructions

Go to the Food \$ense Public Site: <https://extension.usu.edu/foodsense/>  
 On the right menu bar click on **Calendar**  
 Scroll down, at the left find a button **Submit Event**  
 Click on this button and complete the submission form

Prompt	Response
Name	<i>Your first &amp; last name</i>
Email	<i>Your usu.edu email</i>
Phone #	<i>Your work phone number</i>
Event Title	<i>Class Title – Food \$ense (SNAP-Ed)*</i> <span style="float: right;"><i>*Must follow this format</i></span>
Location	<i>Name of the location (Deseret Industries, Price Elementary, Food Bank)</i>
Address	<i>Street address of the above location</i>
Start date	<i>Use drop down menu</i>
Start Time	<i>Use drop down menu</i>
Duration	<i>Use drop down menu</i>
Repeat	<i>Use drop down menu if this is a recurring class</i>
Presenter/Instructor	<i>Name of Food \$ense NEA teaching the class</i>
Event Image	<b>[Leave blank]</b> <i>Approver will insert Logo</i> 
Program Area	<i>Use drop down menu to select <b>Home, Family &amp; Food</b></i>
Registration Link	<i>[Leave blank, unless you have a registration link]</i>
Calendars to List	<i>[Your County] Extension (e.g. Kane County Extension) Food \$ense (SNAP-Ed) Extension</i>

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Web Link	<b><i>[Leave blank, unless you have a page on your County site]</i></b>
Notes	<i>Advertise your class here. Let people know what the class will be doing; try mentioning the class is hands-on learning, recipe samples, family friendly setting... whatever will motivate people to attend. Sell this event to would-be attendees.</i>
Next	<i>[Click Next to submit your event.]</i>

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You will receive an email confirmation telling you the event has been submitted.

## County Calendar View & Share

Go to the Food \$ense Public Site: <https://extension.usu.edu/foodsense/>

Right menu bar - click on **Calendar**

Scroll to bottom where it reads: Select: All, None

Click on **None**

Scroll to top where it reads: Calendars

Click on your **county**

### **Additional Notes:**

If you want to find a particular event, type terms from the event title in the **Search** box. (E.g. to search for Mommy & Me – Food \$ense (SNAP-Ed), type in 'Mommy' or 'Me' in the Search box.)

To see Food \$ense (SNAP-Ed) classes across the state, simply select ALL on the calendar view.

To change the calendar view:

Scroll to the bottom of the page where it reads **View Chooser**: Calendar View.

Here you can select *List, Month, or Week*