

Public Engagement Calendar

USER GUIDE

How to add an event to the Public Engagement Calendar

Submitter Information

Name, Email and Phone Number

- Enter the first and last name of the person submitting the event
- Enter the email address of the person submitting the event
- Enter the phone number of the person submitting the event, in the format xxx-xxx-xxxx

Project Name

- Enter the name of the project the event is part of or supporting. This should be the project name commonly used internally and externally.

Activity Information

Title

- Enter the title of the event. This should be the title that is commonly used internally and externally to refer to the event.

Location

- Please enter the location of the event. Provide as much information as necessary to clearly indicate where the event is being held.

Start Date

- Choose the date of the event. If the event is longer than one day, choose the first day of the event.

Time, Start, Duration and Repeat

- Check the box if the event is an all-day event. If not all day, choose the start time of the event and how long the event will last. If this is a regular occurring event, choose when it will repeat – daily, weekly, monthly or annually.

City/Town

- Enter the city or town where the event will take place. In almost all cases this will be “Edmonton”.

Neighbourhood

- Choose all the neighbourhoods the event is meant for. This event is not intended to capture what neighbourhood the event is being held in – we can determine that from the Location information – but rather if the event is targeted at specific neighbourhoods. If the event is not targeted at a specific neighbourhood(s), choose “All”.

Public Engagement Category

Choose from the list provided the public engagement category that best describes the event. The choices are: City Council Meeting, City Council Committee Meeting, Public Meeting or similar event, Survey, Other.

Contact Name, Email and Phone

- Enter the first and last name of the contact person for the event. This may or may not be the same person who is submitting the event.
- Enter the email address of the person submitting the event
- Enter the phone number of the person submitting the event, in the format xxx-xxx-xxxx

Additional Information

- This field is optional. If you have more information about the event that you want to make available to the public, enter it here.

Internal Calendar Only

- All events that are submitted automatically appear on the Internal Public Engagement Calendar, which is not available to public. Therefore, if you want the event to appear on the External Public Engagement Calendar, which is available to the public, you must choose “No” here. An administrator reviews all submissions and will public the event to the External Calendar when the “No” box is checked.

Publish to External

- If you choose “No” above, enter the date that you want the event published to the External Calendar. This can be the date on which you are submitting the event or some future date.

Internal Notes

- This field is optional. If you would like to add internal notes about the event, which will not be available to the public, enter then here.

Web Link

- Provide a web link to the event or project of which the event is a part.

For more information about the City of Edmonton’s Public Engagement Calendar please contact the City’s Office of Public Engagement at:

PublicEngagement@edmonton.ca