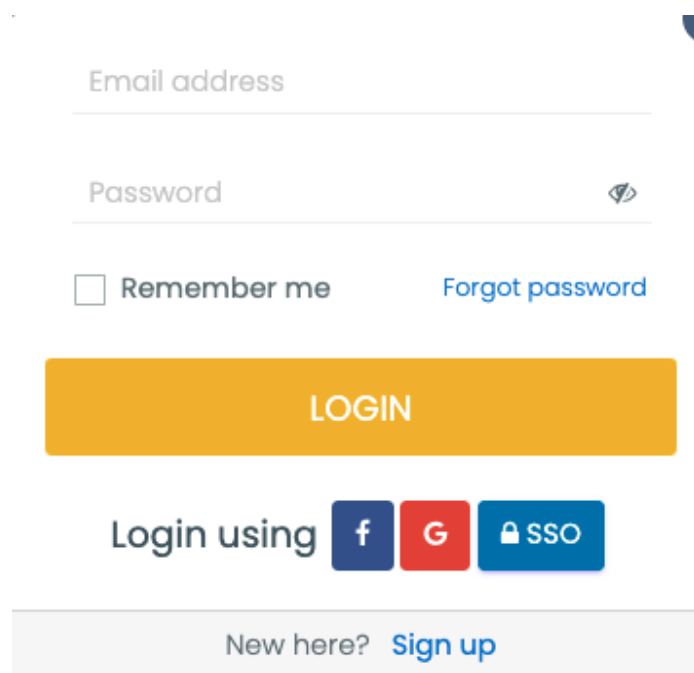To submit an event to the WCRP Community Calendar (time.ly):

1. Click on the [+ ADD EVENT] button.

2. If you have a time.ly account, log in. You can also quickly make an account by clicking 'Sign up' at the bottom of the pop-up window.

3. Once you have logged in, you can create your event. Give the event a title (not too long), add the dates and times, add the email address of the organizer (contact person – they will receive an email), upload an image (should be at least 720 pixels in width), write a description (including a web address link where possible), and agree to the disclaimer. **See the form on the next page**. Please try and avoid acronyms and technical jargon.

4. Submit the event. You will receive an email confirmation.

5. We will moderate your event and publish it as soon as possible. You will receive an email once it is published, and we will be in contact if we require further information. For any queries, email wcrp@wmo.int.

✕

Event Title

Starts   23-02-2022   8 ⌄ : 30 ⌄

Ends   23-02-2022   9 ⌄ : 45 ⌄

All-day ☐   No end date ☐

[ADD TIMEZONE] [ADD RECURRENCE]

Organizer email address

[UPLOAD AN IMAGE]

Description

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Disclaimer

By submitting this event, you agree to update us if the information that we publish on your behalf changes. We reserve the right to alter the text that you submit if there are typos or acronyms that are not spelled out. We also reserve the right to add an appropriate image should you not do so. Advertising your event does not in any way mean that WCRP endorses or supports your event unless an agreement for such endorsement or support has been made in writing. We wish you all the best for your event.

I agree to disclaimer ☐

[SUBMIT EVENT]