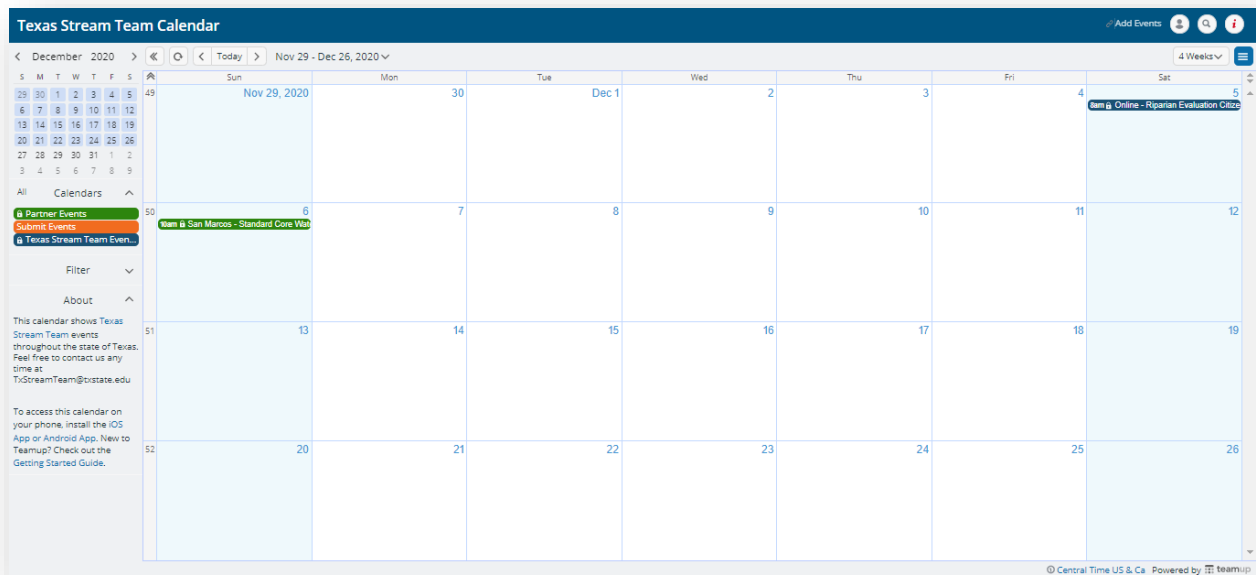# Submitting Events to the Texas Stream Team Calendar

Texas Stream Team Trainers that are planning future training activities should notify Texas Stream Team once activities are scheduled. Letting Texas Stream Team know about planned activities enables us to assist in advertising your events to Texans that may be in your region and have expressed interest in participating in the program. Additionally, it enables us to maintain accurate records of program activities.
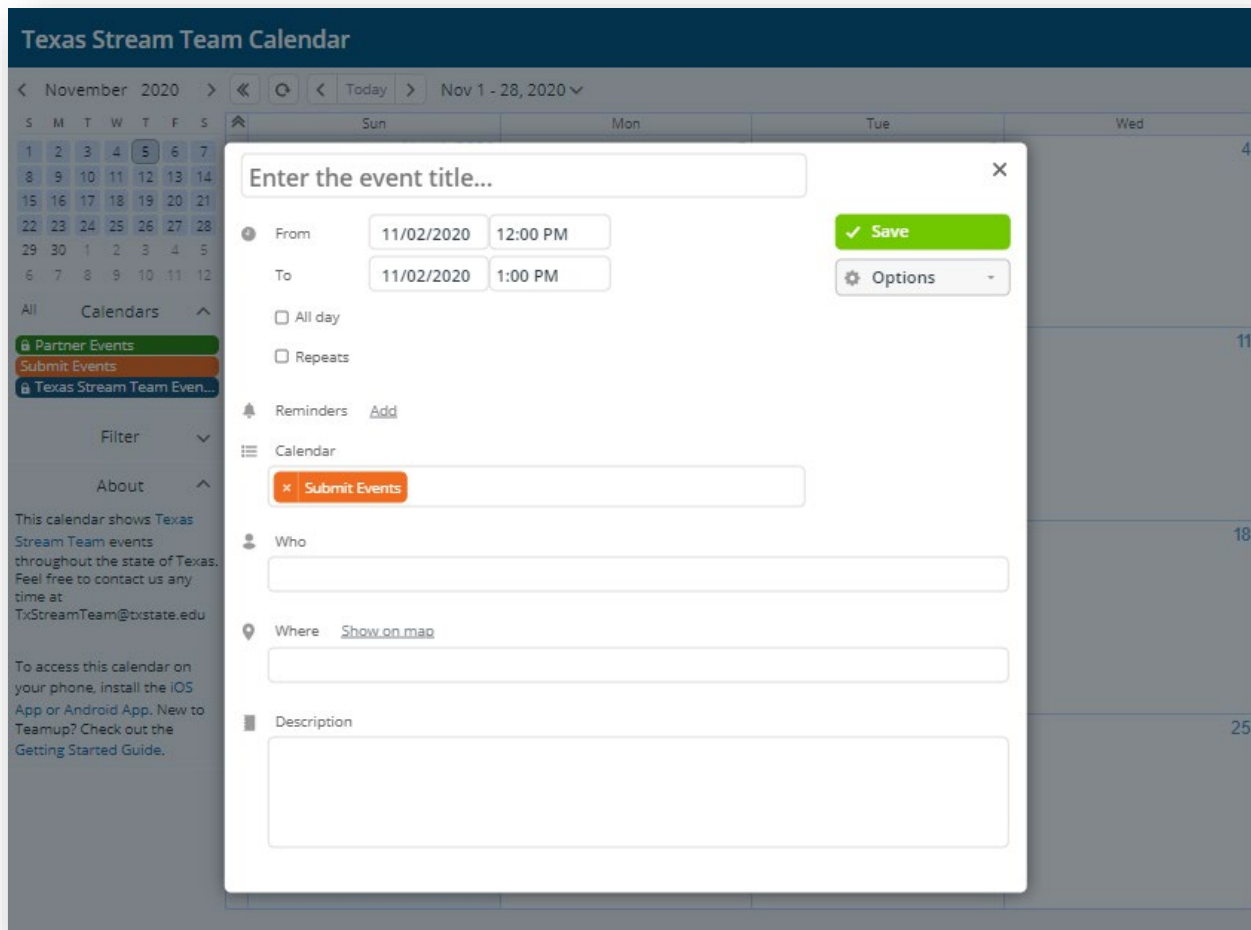
Using the Submit Event Calendar

Texas Stream Team has a calendar specifically for partners, trainers, and citizen scientists to submit their planned activities.

To submit events, navigate to the Submit Event Calendar.

Anyone with the Submit Event link can add events, and events may overlap. Please note, these events are pending approval from Texas Stream Team and will not immediately appear on the public calendar. Please also refrain from sharing the Submit Event link with non-Texas Stream Team groups or partners.

To upload your event:

1. Select the day on the calendar to open the event panel.
2. Enter the training type in the 'Enter the event title…' text box (i.e. Probe Core, Standard Core, etc.).
3. Select the time of the training. You will need to uncheck the 'All Day' check box.
4. Enter the name of the partner or group that the training is to be led for in the 'Who' text box. If it is a public event, then leave this section blank.
5. Enter the location of the event in the 'Location' text box. You may leave this section blank for private training events.
6. Enter any miscellaneous comments in the 'Description' text box. Please include any additional details in this section like who to RSVP with.
7. Select the 'Save' Button to submit your event.

Example:

San Marcos - Standard Core Water Quality Citizen Scientist Training

From: 11/08/2020 2:00 PM
To: 11/08/2020 6:00 PM
☐ All day
☐ Repeats

Reminders Add
Calendar
× Submit Events

Who
Bobcat Stream Team

Where   Show on map
Ramon Lucio Park, 601 S CM Allen Pkwy, San Marcos, TX 78666

Description
This training is open to the public, however, spots are limited.

To register for this training, please fill out Texas Stream Team's Training Enrollment Form by November 5th by 4:00 PM, notating as follows:

- Trainers – Mitchell Sabourin and Daniel Vasquez
- Training Date – 11/08/2020
- Training Type – Standard Core Water Quality Citizen Scientist Training

Created a year ago by Administrator, last updated a month ago by Administrator

Alternate Submission

If you would prefer to email us with your event details, then please always feel free to do so. Make sure to include the following information:

☐ Training Type
☐ Date & Time
☐ Location
☐ Instructions on how to RSVP
☐ Is it a Public or Private Training?
☐ Names of trainer(s) who will be leading the training