

## Sign In

Community calendar events must meet one of the following criteria:

1. Municipal operated events
2. Events operated by Region of Halton
3. Events open to the public for which the municipality approves a special event permit and/or approves the use of public rights-of-way or municipal property
4. Events open to the general public held in Burlington and organized by not-for-profit organizations
5. Regional events approved by Tourism Burlington.

### Disclaimer:

Posting an event does not imply endorsement by the City. The City does not accept responsibility for any damages caused by posting of incorrect or inappropriate information. The City reserves the right to edit a message or category for grammar and clarity and the right to deny submissions at its sole discretion. The City reserves the right to revise its event calendar criteria at any time.

The image shows two side-by-side screenshots of a web application's user interface. The left screenshot is titled 'Sign In' and features a form with an 'Email \*' field containing 'xxxxxxx@burlington.ca' and a 'Password \*' field with masked characters. A link for 'Have you forgot your password?' and a 'Sign In' button are also visible. The right screenshot is titled 'Create an Account' and features a form with 'First Name \*' and 'Last Name \*' fields, both circled in red. It also includes 'Email \*', 'Confirm Email \*', 'Password \*', and 'Confirm Password \*' fields, along with a 'Create Account' button.

## How to submit a Walk Meetup to the Walk Meetup Calendar

Go to [www.burlington.ca/calendar](http://www.burlington.ca/calendar)

1. Sign in or create an account to start. Familiarize yourself with the criteria of the calendar requirement
2. Once you have a login, click “**Submit an Event**” or “**Add and Event**”
3. Enter **Event Information**
  - a. Enter Start Date, Start Time
  - b. Enter End Date, End Time
4. Select **Multiple Dates and Times** and **Recurrence** if you have more than one date or if your walk is a recurring event.
5. **Calendar:** Select **Festivals and Events**
6. **Event Title:** **\*\*Important\*\*** include “**Walk Meetup**” in the title of your event
7. **Category:** **Walking Group Meetups**
8. **Event Host:** Enter your name or, the name of the walking group
9. **Event Details:** Describe your group, the route, estimate distance and time and anything else you would like to share about the walk.
10. **Event Contact:** Enter your contact name
11. **Location:** Specify the meetup location e.g. Meetup in the parking lot of Kernscliff Park
12. **Address of Event:** Address of the meetup location
13. **City, Province, Postal Code:** Must be in Burlington, Ontario
14. **Email:** Enter your email address
15. **Phone Number:** Enter your phone number
16. **Website and Social Media (Facebook, Twitter, Instagram, YouTube, Cultural Map:** You can include the website and social media where you wish your audience to learn more about your group.
17. **Attachments:** \*optional\* Upload brochure, flyer or any publications or creatives you wish to add to the calendar.
18. **Automated Reminder Email:** Select this feature if you wish to be reminded of a recurring event in one year.
19. **Preview:** Hit the Preview button to see how your walking meetup will look like and hit **SUBMIT**

Once your event has been approved, you will be notified through an email. You can share this calendar invitation with others. Others will also be able to see your meetup at [www.burlington.ca/walkmeetups](http://www.burlington.ca/walkmeetups).