

## Submitting a Calendar Event

Organizations that have subscribed to TellicoLife have the ability to post events to the TellicoLife calendar.

Submit event information by email to [clubs@tellicolife.org](mailto:clubs@tellicolife.org) or by using the [Calendar Submission Form](#).

The Calendar Submission form contains the information typically provided for an event.

We will automatically include your organization's logo on the calendar event.  
You may submit a pdf flyer or other electronic source for us to pull the information.

Calendar entries may contain simple text, text and a graphic or a 'Flyer'.

Calendar events are typically posted within a few days of receipt.

Please contact [clubs@tellicolife.org](mailto:clubs@tellicolife.org) with questions or comments.

## Event Flyers

An event Flyer is a 1 or 2 page document which provides details about a specific event. To be included on a Tellico Life calendar event, it is submitted as a PDF.

An event flyer can be as simple as providing a text description of the event, the location, and date/time or it can be enhanced with pictures, graphics, color and fancy text. In either case, once the flyer is created, it should be saved as a PDF to be submitted to TellicoLife.

Simple flyers can be created in Microsoft Word, Google Docs or another document creation editor. You simply add your text, maybe include an image or two and then save it as a pdf.

Fancier flyers can also be created in the same way, or you can use other software such as [Canva](#), Microsoft Publisher, Photoshop, etc.

You can find helpful information on YouTube by searching 'Create a Simple Flyer'. Some examples are:

Canva: <https://youtu.be/wrthaLRdw4Y> Microsoft Word: <https://youtu.be/Yc6XehtnMRo> Microsoft Powerpoint: <https://youtu.be/7qZl3nh4zsk>

Google Slides: <https://youtu.be/cYMOjzRu890>

Effective 1/1/2022 our TellicoLife admins will not be able to create or edit flyers.