

## Submitting a Calendar Event

Organizations that have subscribed to TellicoLife may request events be added to the TellicoLife calendar.

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

We will automatically include your organization's logo on the calendar event.

You may submit an advertising image or other electronic source containing the details of your event.

Calendar entries may contain simple text, text and an image containing event information, the image alone.

Images may be either a JPG or PNG format. The size must be larger than 600 px. The ideal size is 1920 x 1080 px. (Note: HOA and New Villagers have their own event process.)

Please note that the Tellico Life administrators will not resize your images. You can resize an image in Windows File explorer by clicking on it and using the 'Resize Image' feature. For more information on how to resize an image, you can review this [article](#)

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

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

## Additional Image Help

Images used in event entries are typically either a graphic alone, or graphics along with the details about the event. These are also referred to as flyers as they are often used to display or distribute to advertise an event.

If you typically create your flyers as PDF files, you will need to convert the document to a JPG or PNG format. There are several ways to do this:

- Canva is a free program that can create images and flyers and also has a free PDF to JPG converter.
- An alternative in Canva is to upload your PDF and download it as a PNG. There are extensive tutorials about Canva in the software itself and on YouTube.
- There is a free version of Adobe Express and it has the PDF to whatever you want converter. [Adobe Express](#)

You can find helpful information about creating flyers 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>