Event Submissions

Welcome to GT All Sports!

This will explain the basic ease of submitting Events.

1. Creating Original Events require you to be logged-in so you are assigned the event.
   Log in or Sign up to allow access to the Free Event submission program.
   a. Either Use the main tab EVENTS/ADD MY EVENT or use the MEMBERS LOG-IN DROP DOWN/EVENT PACKAGES to take you to the Package screen.
   b. Click on the Free Create Event button for up to 6 full featured event listings per year.
   c. Higher volume users may receive unlimited submissions for nominal fee.
   d. Complete all mandatory asterisk fields and any other fields needed.
   e. Make sure you use the accurate zip code for the event which is used in Searches.
      i. Not sure of zip code? Click on Find ZIP using address.
   f. Once you have filled in all needed fields hit the Green – CREATE EVENT button at the bottom to immediately activate your event.

2. Re-Posting event
   a. Log-In, select "MY EVENTS" from your members drop down.
   b. Click on the TWO ARROWED CIRCLE button next to the event you want to repost, enter the new date, and edit anything you like.
   c. Click on REPOST EVENT button and the new event will be created and searchable by the new date submitted for the re-posted event.

3. Event Features
   a. Events are editable at any time by the persons login that created the event.
   b. Events may be easily re-assigned to any other user by contacting administration.

c. When you originally created the event, or edit an event you can select switches for release of information and also notifications.
    i. Email address is required completed on the form but is not public unless you click on "YES" ALLOW EMAIL TO BE PUBLIC.
    ii. Clicking on "YES" GET EMAIL NOTIFICATION allows you to receive an email notification every time someone makes a comment on the event you are submitting. (Note: you can turn it on and if you start getting too many e-mail notifications you can edit and turn off). This feature allows you to respond quickly to comments to help promote your event!
d. Once you create and event you can edit it by going to Members Drop Down "MY EVENTS" or search and find your event on open search.
e. When you are viewing your event, you can use the edit button that only appears when you are logged in. No one else sees the edit button except the assigned person.
f. A great feature is the PERSONAL NOTES that appears when you view an event you created. It is a narrative you only see relating to notes about the event.
    i. Venue notes, volunteer notes, equipment used, contacts used, referees, payments and costs involved, set up information, etc…
g. Anyone searching, being logged in or not; can view your event, comments, replies, photos, and video links.
h. Comments, replies, photos, and video links can only be submitted if logged in.
    i. The last comment obtains the top spot with comment originators listed along with date and time of comment.
    ii. If you comment or Reply, each person submitting is asked if they want email notification if others make replies to their comment. Select YES/NO.

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