

## **How to add your Organisation's Events to our Calendar**

Because of Place Alliance fast growing network and Working Groups related activities, and the constraints we face due to our limited resources, it has become increasingly difficult to keep the Place Alliance Website up to date.

As you might have noticed, on the website we have set up a tab called "What's On" where we are listing the events Place Alliance is organising - such as Big Meet, or Supporters meetings - and any other event which is brought to our attention by supporters sending us an email. Besides being displayed on the calendar, these events are also listed with more details on our Home page.

**<http://placealliance.org.uk/whats-on/>**

If you would like to list any events that your organisation has planned, you can do it by adding them directly onto our calendar.

We have created a Google Calendar which can be shared with any Supporter who is interested in adding their events on our website. If you are, please reply to this email and we will add your email address to the shared Calendar so that you can easily copy any events from your own calendar to the Place Alliance one.

We are also working on setting up a Place Alliance Newsletter which, among other Place Alliance news, will list all the events of the current month.

**You will need to already have Google Calendar to be able to add events, but it is quite straightforward to set it up from scratch, and don't have to create a gmail address.**

If you have any questions just [send us and email](#).

Best wishes,

The Place Alliance Management Team

