Hello, here you’ll find out the explanations of the template, with some examples to clarified the informations that we need for the calendar.

(If any doubt, please write to : lsmcalendar@lascena.org or call to 514-948-2520 # 1),

**Event title (English):** Should be unique (cannot be the same as the french one)

**Event description (English):** Description that will appear on the website

**Email:** Must be the one associated with your user account in “myscena.org”

**Location name:**  Name of the Hall, venue, church, etc

**Location\_address:** street number and street name.

**Location\_town:** City

**location\_state:** Complete name of the Province (no abbreviation) (Ex. Quebec, **NOT** QC)

**Location\_postcode:** Postal code (ex. H2T 2X8)

**Location region: Must be:**

* Newfoundland
* Nova Scotia
* New Brunswick
* Prince Edward Island
* Greater Montreal Area
* Quebec (elsewhere)
* Greater Quebec City Area
* Greater Toronto Area
* Ontario (elsewhere)
* Manitoba
* Ottawa-Gatineau
* Saskatchewan
* Alberta
* British Columbia
* Northern Territories

**Location\_country:** Country (Ex.Canada)

**Event start date**: **Must be in this format** DD/MM/YYYY, (e.g. 30/12/2017)

**Event start and end time:** Events must end on the same day (if it goes to the next day, please leave end time blank, Ex: 11pm- )

**print-summary-english (printed edition. 65 characters max.):** Printed edition, this is the description that will appear in the magazine, 65 CHARACTERS MAXIMUM. (Write a name that represents the festival/events. NB: the time, location and price are excluded from the 65 Characters)