



# VILLAGE OF RIDGEWOOD

131 NORTH MAPLE AVE., RIDGEWOOD, NEW JERSEY 07450

-INSTRUCTION FOR SUBMITTING EVENTS TO THE VILLAGE CALENDAR.

VILLAGE OF  
RIDGEWOOD

RAC GALLERY BOARD RAC CALENDAR

### RAC Calendar

By Year By Month By Week Today Jump to month Search

.. Daily View Wednesday, January 07, 2015

◀ Preceding Day Wednesday, January 07, 2015 Following Day ▶

No events

Add an event

ADMINISTRATIVE OFFICE LOCATION  
131 N MAPLE AVENUE,  
RIDGEWOOD, NJ07450

PHONE: (201) 670-5500  
INFO@RIDGEWOODNJ.NET

ADMINISTRATIVE OFFICE HOURS  
MONDAY - FRIDAY: 8:30AM-4:30PM  
SATURDAY & SUNDAY: CLOSED

OTHER LINKS:  
[JOB OPPORTUNITIES](#)  
[OPEN PUBLIC RECORDS ACT REGISTER/LOGIN](#)

COPYRIGHT © 2014 VILLAGE OF RIDGEWOOD

To Submit an Event to be posted on the Calendar, you must first be on the Calendar page as seen above. Click on "Add an Event link" (Green Arrow).

-Continue to Next Page

SAVE & CLOSE

Subject

Events Calendar

Categories

Access Level

**Start, End, Duration**

---

All day Event or Unspecified time—  12 Hour

Start date  Start Time

End date  End Time    No specific end time—

Activity

Location

Contact

Extra Info

Your name

Your email address

Please fill in the captcha fields

1. Give the Event a Title in the Subject Field.
2. Choose the Calendar that you are requesting the Event to be posted on. For the RAC Calendar, choose "Ridgewood Arts Council" from the Drop down
3. Categories is already filled out and does not need to be modified. (Default = Ridgewood Arts Council)
4. Access Level is already filled out and does not need to be modified. (Default = Public)
5. Choose the Start and End Date/Time of the Event. You will also fill out the Activity information about the Event in this section. The section has the available tools

similar to Word, you can highlight, bold, underline, justify, link and submit a picture to be published for the event in this section.

6. This field will be where you submit the location of the event. Click select location and a pop-up box will appear. If the location is not listed or you are unable to select the location, goto the top of the pop-box and "Create Location".
7. Submit a contact name and number in this field
8. Any extra information that you would want to highlight. (Example: "Bring your own chair or blanket.") – Optional
9. Submit the name of the individual requesting the posting
10. Submit the email of the individual requesting the posting. You will receive an email of the request and approval or denial when the request is reviewed.
11. Captcha Security Measure - Fill in the number in the Graphic located in the box. This randomly changes.
12. Back to the top of the page, click "Save & Close" to submit your request. You will receive an email shortly after you click this button. If you don't, you most likely typed your email incorrectly. You can email [dhansen@ridgewoodnj.net](mailto:dhansen@ridgewoodnj.net) if this occurs.