



The BGGizmo Calendar offers free postings for events of all types for individuals, businesses, organizations, and others

Calendar Features

- View and search postings by categories, dates, and descriptions
- Postings include descriptions, location info, cost, images, and more
- View by categories
- Complete site search
- Email Calendar posting links to anyone
- Postings shareable to social media sites and other popular networks

Contributor Accounts

- Accounts are required to assure the legitimacy and quality of postings
- Account info is not shared (*see Terms and Conditions online*)
- Accounts are free
- Responses to Calendar postings come direct to your Contributor's email
- Postings can be submitted for future dates
- Calendar postings can be edited, made inactive, or deleted.

BGGizmo Calendar Postings are Shared on a Number of Other Area Websites Including:

- BG Chamber of Commerce - *bgchamber.net*
- BG Conventions and Visitors Bureau - *visitbgohio.org*
- Downtown BG - *downtownbgohio.org*
- County Historical Center - *woodcountyhistory.org*
- And numerous local restaurants and other businesses



Signup for a BGGizmo Calendar account then submit and edit your postings

Go To www.bggizmo.com and Click the Signup Button

- Select "Calendar" as the type of account
- Complete and submit the signup form
- Once your account is created you will be logged in (*you can edit your account information when logged in by selecting My Account at the top-right of the page*)

Submit and Edit and Your Postings

- When logged in choose *My Account* from the top-right of the page
- Select *Add a New Event* from the options under the green Calendar bar (select *Manage My Events* to edit a previous post)
- Complete (*or edit*) the posting form and submit the posting (*postings and edits are live when submitted*)
- Postings include basic title and date/time info along with long descriptions, a link, location information, one or two images, and other options (*postings with images get additional placement options*)

Use the Contact Page to Send Feedback or Questions

- BGGizmo is regularly adding new features, please send us your suggestions
- Let us help if you're having trouble with something on BGGizmo