

“Local Events” displayed on PortHenryMoriah.com

When you look at the various pages of PortHenryMoriah.com, the right-hand column, about 1/3 of the total screen display, lists “Local Events”.

These events are linked to a database maintained by ROOST (Regional Office of Sustainable Tourism, Lake Placid); they are not directly controlled by or entered from PortHenryMoriah.com.

Anyone or any organization can easily submit a listing to the ROOST database. It is best if someone closely associated with the event does this, since you will need to know dates, times, contact names, etc., and for any follow-up contact with the regional administrator.

To enter a listing for “Local Events”:

Go to www.LakeChamplainRegion.com.

Go to the Events page (see top bar).

On the Events page (scroll down a bit), there is a large blue button for “Add Your Own Event”.

Follow the screen instructions, fill in the information. You will need to enter an e-mail address and respond to a confirmation message. (The “Your e-mail” entry is for verification and confirmation messages; this e-mail is NOT published with the event listing).

Select “Moriah” or “Port Henry” from the “Town” drop-down list, and select “Lake Champlain” from the “Region” drop-down list. Although your event will be posted with other regional events on other websites, only “Moriah” or “Port Henry” events will be displayed on our PortHenryMoriah.com site, and then only if “Lake Champlain Region” has been selected from the Region drop-down box. (Possible exception: nearby Towns, such as Westport and Crown Point may also be displayed on our website, if “Lake Champlain Region” was also selected for the Region).

The “Event Description” box is fussy: Don't try to copy/paste from “Word” or other word processing programs, but it is OK to copy/paste plain text (Notepad, for example). Or just type directly in the Event Description box. Do NOT use “characters” in your text: No \$, #, &, %, etc. Spell words out. Also, if the ending time of the event is important, say something in your text: “No one seated after 7 PM”, for example. The separate “Ending Time” field does not appear to be published with your event listing.

After completing the fields on the first page, you “Save and enter dates for your event” (button at bottom of screen). Be sure to select the dates from the calendar; failure to use this feature will result in no listing being published.

You will receive another e-mail when your event is posted.

Any problems or questions about the “Local Events” feature can be directed to Suzanne Maye at 597-4649 or suzanne@lakechamplainregion.com.