

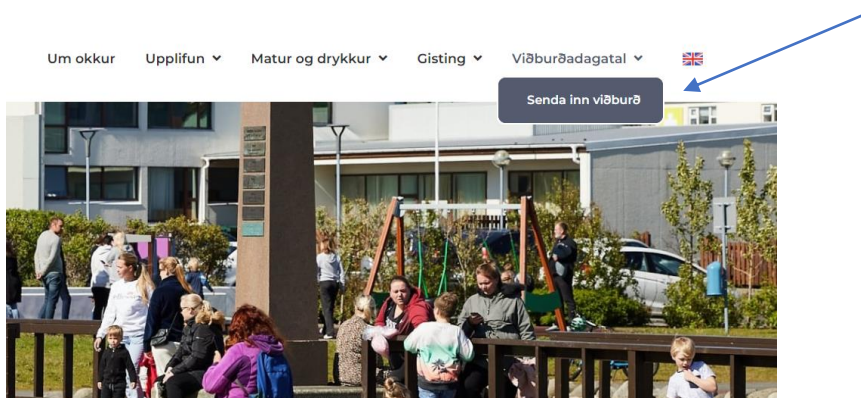
Instructions for the event calendar form on Visitreykjanesbaer.is



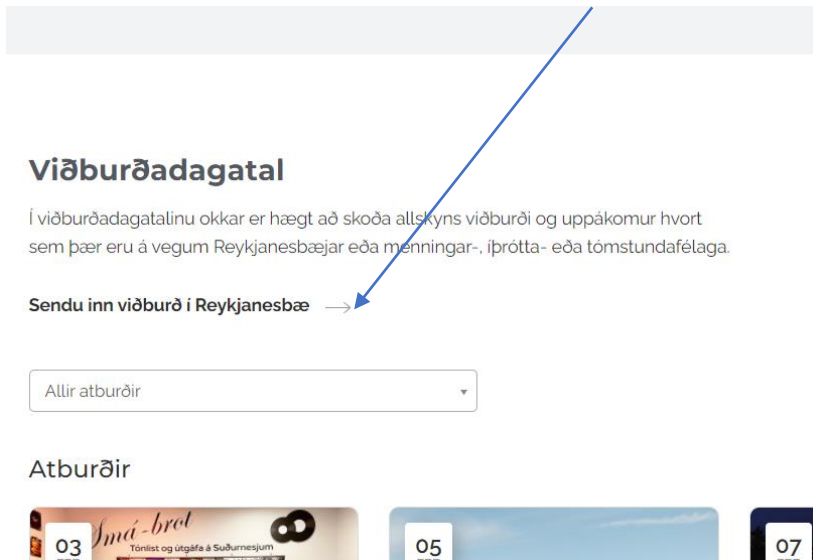
Which events should be on www.visitreykjanesbaer.is

The main criteria for the events that are submitted in Visitreykjanesbær.is is that they are open and accessible to everyone with an emphasis on all events and entertainment related to culture, sports, outdoor life and more related to activities in Reykjanesbær.

1. From the menu at the top go to „Viðburðadagatal > Senda inn viðburð“

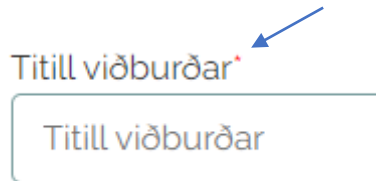


Or if you are already on the Viðburðadagatal page there is an option to „Sendu inn viðburð í Reykjanesbæ“ when you are at the event listings.



2. Once you are on the submit event page

You will see all of the form entries, not all sections need to be filled out to be able to submit an event but some do have a Required field and these must be complete to submit an event. These required sections will display a red star like the one seen below.

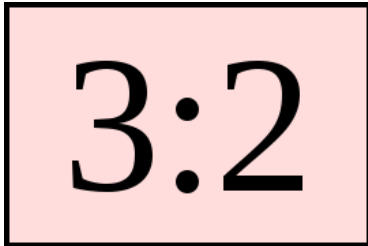


The image shows a form field with the label "Titill viðburðar" in a light blue font. A small red star is positioned to the right of the label. A blue arrow points from the top right towards the red star. Below the label is a text input box containing the same text "Titill viðburðar".

3. Uploading an image & Image size

When submitting an image the recommended size is 3x2 or 1200px by 800px – other image dimensions do work but the image could end up being cropped and not displaying the whole image so 3x2 is ideal.

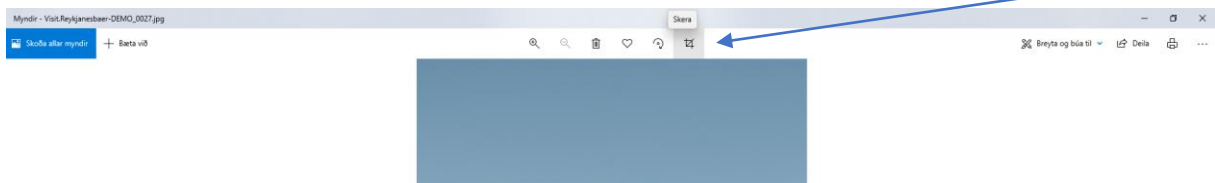
We recommend using a banner image that does not have any text on the image for better visual results.



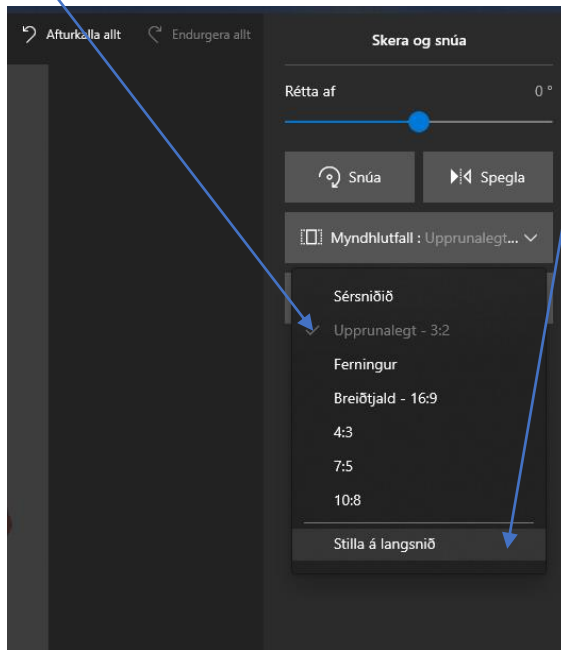
How to crop an image to the correct dimensions

If you have another image size and want to crop the banner to 3x2 there is a number of ways to do this using the programs on your computer.

- Open the image on your computer then at the top there is a crop option 'skera'



- b. A new window will appear and you will see a menu on the right side called 'Myndhlutfall' select the bottom option from this list from this menu make sure both 3:2 is selected and then the bottom option 'Stilla á langsníð'



- c. Then position the crop to your preferred view and then hit save.

4. Submitting an event

Once you have entered all of the required information and have hit submit you will be taken to a preview page of how the event will look, from there you have the option to go back and change something or complete the process and submit the event.

5. Once an event is submitted

The event will not appear on the website straight away as it will need to be approved by an administrator first.