

## Post an Event to The Mountaineer Website and Newspaper

1. Our website is [www.themountaineer.com](http://www.themountaineer.com)
2. Click on “Calendar” located in the black line below the Mountaineer Banner.
3. Click on the date of the Event. Check the list of events below the calendar to see if your event has already been entered.
4. Click on the blue phrase under the calendar that says “Tell us about your event!”
5. Fill in all applicable sections. Be sure to put a street address, city, and state in the “Address” line so a map will appear with your post.
6. Click on “Send us your event” to complete the process and put your information directly into the online calendar and into our system for publication in the newspaper.

Questions? Call us at 452-0661 or email [lifestyles@themountaineer.com](mailto:lifestyles@themountaineer.com). Carol Viau, Lifestyles Editor, manages the calendar.

Thank you for contributing to The Mountaineer!