FELLOWSHIP OF CHRISTIAN ASSEMBLIES

Connecting to Advance God's Kingdom

FCA Events Calendar

The FCA Events Calendar is a tool to help you promote and communicate the details of your Hub Event to your region. Detailed submissions help us promote your event effectively and ensure a smooth approval process.

We invite you to submit events under the following categories:
- *Regional Hub Event*
- *Family Event*
- *Online Event*
- *Partnership Event*

To ensure alignment with our mission, events must be intended for FCA ministers, FCA churches, or those attending Regional Hub events. Our goal is to have all Regional Hub Events listed, so please help us make this a comprehensive resource! All submissions are subject to approval and should uplift Jesus, promote unity and support the FCA mission. We kindly ask that events focused on personal or political agenda not be submitted.

Event Submission Details
When submitting, please provide as much detail as possible to help attendees plan, including:
- Description & purpose of the event; what can people expect when they come
- Start and end dates/times
- Location
- Cost (if applicable)
- Featured speakers & or session information
- Event schedule
- Pictures, posters, or images from previous events to showcase your event
- Other details important for a potential attendee to know!

Steps to Submit Your Event

1.   Go to the events calendar page or events list page
2.   Click the link "Submit Your Community Event"
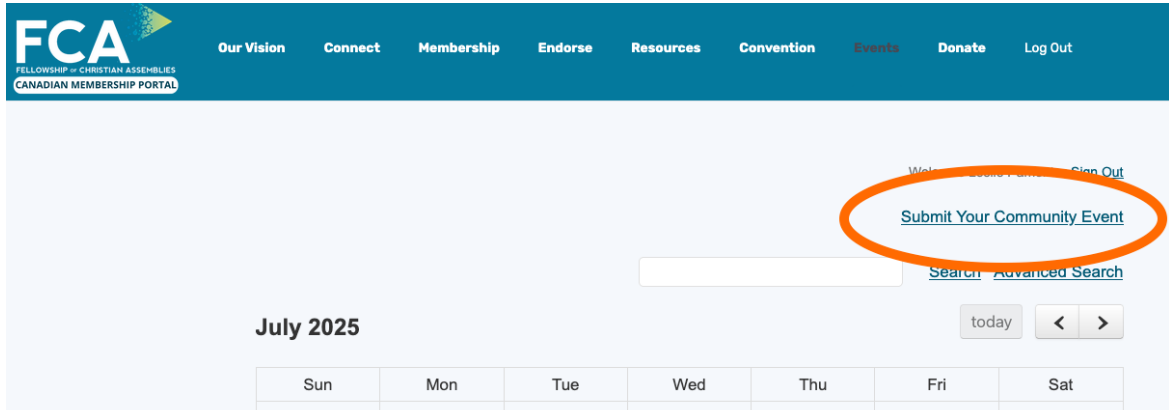
3.   Complete the fields available. Fields in red are required.

- Click the check box if your event is an online event.
- Give your event a name
- Add a description that will help people to know what will be happening at your event, and the purpose of your event. Include details about cost, how to RSVP, RSVP deadline, schedule or other information an attendee will need to know.

- Enter the date and the start time, as well as the end date and end time. If you don't have a specific end time, please estimate the time so that people can plan accordingly. The events will disappear from the event feed when the event is complete. If you don't put an end date/time the event will remain active on the website indefinitely.
- Enter the time zone of your event location.

- Select the event category that best reflects your event.

- Enter the name of venue
- Add the address.
- Complete Country, Province, City and Postal Code fields (not pictured).

Location of Event (ex. Hotel Name, Business Name, etc):

Event Address:

- If you require guests to RSVP, enter the website link to register for the event. If you would like them to email you enter "mailto:" then your email address with no spaces.
- Enter a contact name, email and phone number so people can get in touch with questions.
  Events are public, please use caution when posting your phone number. Your email address will be hidden behind a "Send Email" link.
- Click the Submit button.

Website Link to Register (ex. https://www.myevent.c

Contact Name: ☑ Display in Event Listing

Contact Email: ☑ Display in Event Listing

Contact Phone: ☑ Display in Event Listing

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SUBMIT   CANCEL

4. To add pictures to your event, please email them to office@fcaministers.com, and include the title and date of your event. This office will upload the images to your approved event.
5. Once your event is approved, you will receive an email with a link to your live event. Copy and paste the link into your emails or text messages to share with your Hub.