Ocean Week Canada

Creating your Event Page
Manual | 2025

Logging in

Once you register as one of our Event Hosts, you will be sent an email inviting you to login to your new Wordpress account. This will give you access to create your own event page that will then be posted to OceanWeek.ca

As part of this introduction, you will also receive a link to all of the Ocean Week Canada onboarding materials. Welcome!

OWC Account Created ➤ Inbox ×

Ocean Week Canada   Wed, Mar 12, 1:29 PM (11 days ago)
to media ▾

Welcome!

Your Ocean Week Canada event portal account is ready.

Your username is: Testing

Please follow this link to set your password: Click here to reset your password.

Using the portal

The Ocean Week Canada event portal is a WordPress site, so you may be familiar with the layout. Instructions for adding your event to the portal are available in English and French.

If you have any questions, don't hesitate to email me at meghan@colcoalition.ca.

Ocean Week Canada is June 1-8, 2025

This is the biggest celebration of the year for folks who live, work, and play in ocean spaces. We're excited to partner with you this year!

Keep in touch

We will be sending instructions and updates via email. Please add admin@colcoalition.ca and meghan@colcoalition.ca to your address book so you don't miss any updates.

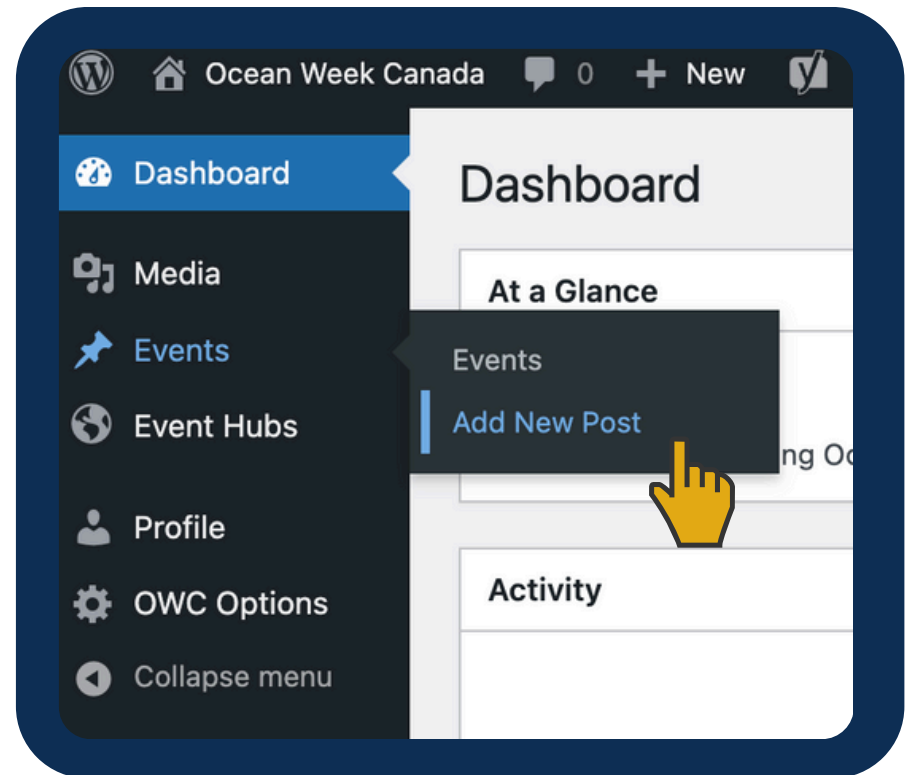We are active on Instagram and Bluesky. We hope to see you there.

- Meghan Callon

Setting up

Once you click the link to change your password, you can login to your new account. When you have logged in to your account, you're going to be sent to the Dashboard.

From there, find the Events tab on the left hand side and click on Add New Post.

Filling out the Form

Your event page is formatted like a form. As you scroll down the page, click to open and fill in the various sections. Please provide as much information about your event as possible. Don't forget to add a title for your event!

Some fields will have a red asterisk. These ones are mandatory to fill out. Others may not be mandatory, but we recommend filling them out to provide event-goers with all necessary event details.

Event Fields   ∧ ∨ ▲

Instructions - English   ▶

Instructions - En français   ▶

Description Details   ▼

Description *

Provide a description for your event! List the organization who is hosting the event, what people can expect when they attend, if they are required to register and if capacity is limited. | Fournissez une description de votre événement! Indiquez l'organisation responsable de l'événement, ce à quoi les gens peuvent s'attendre lorsqu'ils y participent, s'ils doivent s'inscrire et si la capacité est limitée.
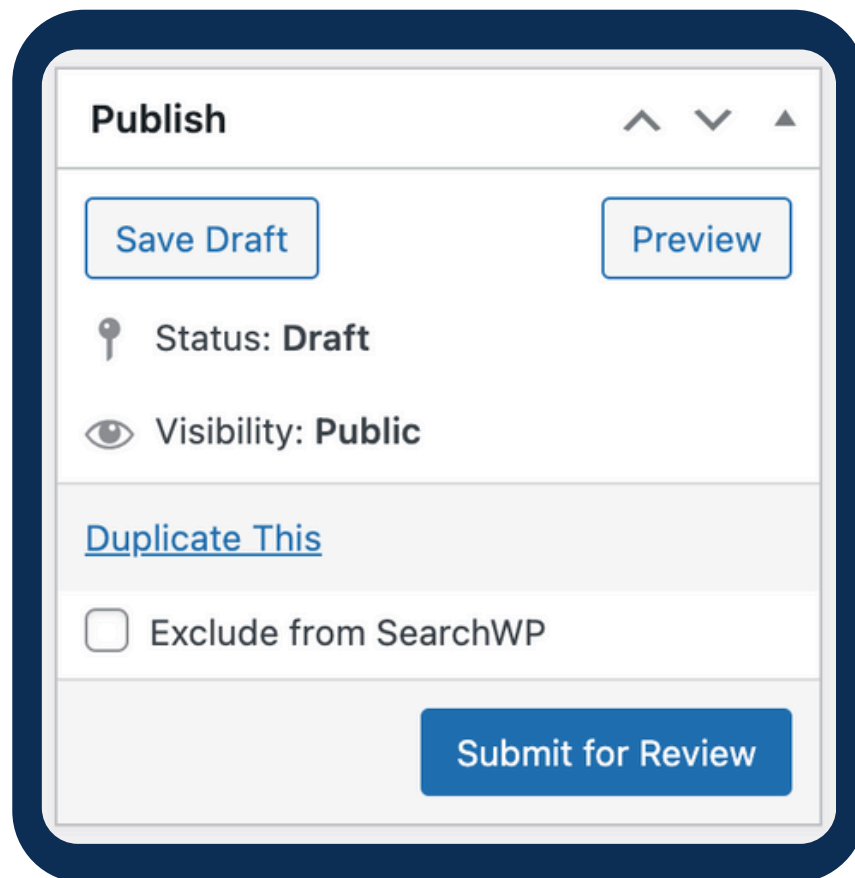
Saving your Draft

On the right hand corner is the Publish box. Save, then Preview your post to see how it will look on the Ocean Week Canada website.

When you are ready, click Submit. The event will be translated and posted by a member of the COLC team.

You'll get a notification with the link when the post is live.

Publish

Save Draft   Preview

📍 Status: **Draft**

👁 Visibility: **Public**

Duplicate This

☐ Exclude from SearchWP

Submit for Review

When you Preview your draft, your event page will look like this.

Mousette parkrun: ocean-themed!
Ocean Week Ottawa

June 1st 2024 8:45 AM - 10:30 AM
GATINEAU, QUEBEC

Moussette parkrun, in cooperation with Water Rangers, is encouraging YOU to join us in a 5km run, jog, or walk in the park dressed as your favourite ocean creature! Get inspired by the great costumes from the 8 participating parkruns from last year!

What is parkrun?

- parkrun is a free, community event where you can walk, jog, run, volunteer or spectate. parkrun is 5k and takes place every Saturday morning at 9am.
- parkrun is positive, welcoming and inclusive; there is no time limit, and no one finishes last. Everyone is welcome to come along.
- parkrun is free, and you only need to register once, whether walking, jogging, running, volunteering or a combination.

About this special parkrun event

Invite your family, friends, and pooches to dress up as ocean creatures for this specially-themed Ocean Week Canada walk/run! We encourage you to make your costumes out of items you have at home. If you don't like dressing up, you can also just wear blue 🙂

Don't want to run, jog or walk? Why not volunteer? Volunteering at parkrun is a hugely positive experience and is a form of participation that is inclusive, respected, and accessible to everyone.

Details

Address:
Centre Communautaire Tétreau, Boulevard de Lucerne, Gatineau, QC, Canada

Cost: Free
Format: In-Person
Category: Interactive Event, Outdoors, Recreational Activity
Region: Great Lakes and St. Lawrence
Audience: Kids & Families, Adults | Adultes (19+)
Accessibility: Wheelchair Accessible, Pet Friendly, English, French

Gallery
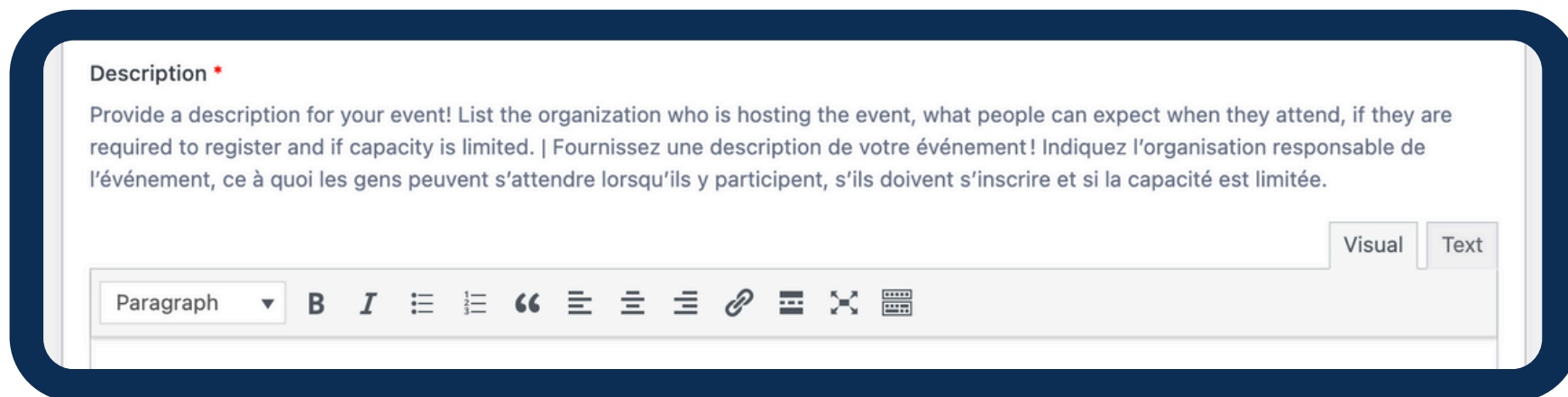
REGISTER

VIEW ON MAP

Description Box

Please provide a description of your event. Examples of information to include:

- What should people know before attending/registering?
- Who is hosting the event?
- What activities do you have planned?
- Is capacity limited?

It is a good idea to provide as much information as possible.

If you did not add a link to Register for your event, the Description is a good place to include your contact information, so participants could directly email you with any questions.

Description *

Provide a description for your event! List the organization who is hosting the event, what people can expect when they attend, if they are required to register and if capacity is limited. | Fournissez une description de votre événement! Indiquez l'organisation responsable de l'événement, ce à quoi les gens peuvent s'attendre lorsqu'ils y participent, s'ils doivent s'inscrire et si la capacité est limitée.

Visual | Text

Paragraph ▾ **B** *I*

Start Dates, End Dates & Event Times

One-day events

Select the date your event is taking place under Start Date and include the time. Under End Date, select the same date with a later time.

Select Show Event Times to make your times visible on the event page. Once you check off this box, another field, Timezone will appear. Select the appropriate one for the event.

With Show Event Times ON

June 15th 11:00 AM - 4:00 PM

With Show Event Times OFF

June 15th

Start Dates, End Dates & Event Times

Multi-day events

Select the date your event is taking place under Start Date. Under End Date, select the date your event ends on.

With Show Event Times ON

June 15th 11:00 AM - June 29th 4:00 PM

Select Show Event Times if your event starts and ends at the same time each day, then select the appropriate Timezone. If your event starts or ends at different times, we recommend you add the precise times in the description.

With Show Event Times OFF

June 15th - June 29th

Hosts & Partners

In these two fields, please include who is hosting the event and if there are any notable partners, include them as well.

This will not appear on the event page, so if you would like participants to know this information, be sure to include it to the Description.

Host | Organisateur

Put the name of your organization and any other event hosts in this field. Indiquez l'organisation (ou les organisations) responsable de l'événement.

Other Partners | Partenaires

Include the name of any partner organizations or sponsors in this field. Indiquez les partenaires de l'événement.

Cost

There are four option in the drop down menu to choose from.
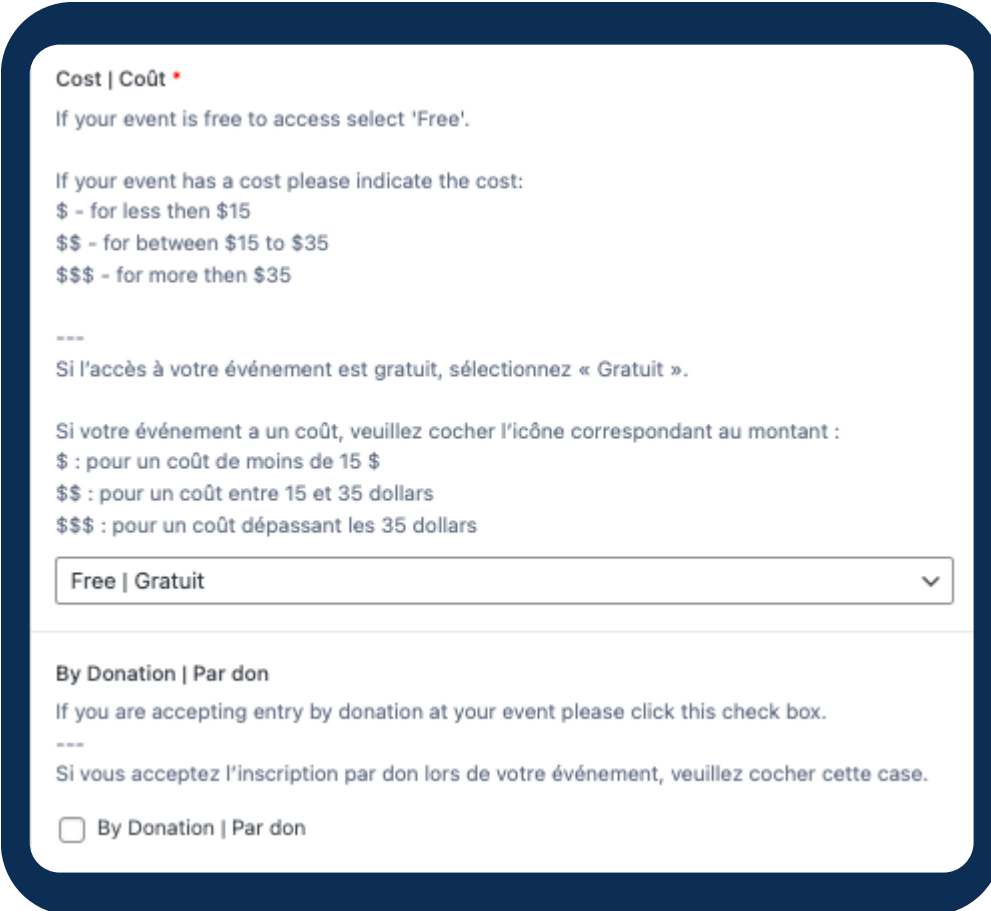
Free : If your event does not require payment

$: If your event is less than $15

$$: If your event is between $15-35

$$$: If your event is over $35

By Donation

If you are accepting entry by donation, check off this box.

Cost | Coût *

If your event is free to access select 'Free'.

If your event has a cost please indicate the cost:
$ - for less then $15
$$ - for between $15 to $35
$$$ - for more then $35

Si l'accès à votre événement est gratuit, sélectionnez « Gratuit ».

Si votre événement a un coût, veuillez cocher l'icône correspondant au montant :
$: pour un coût de moins de 15 $
$$: pour un coût entre 15 et 35 dollars
$$$: pour un coût dépassant les 35 dollars

Free | Gratuit ⌄

By Donation | Par don

If you are accepting entry by donation at your event please click this check box.

Si vous acceptez l'inscription par don lors de votre événement, veuillez cocher cette case.

☐ By Donation | Par don

Event Format

Select if the event is In-Person or Virtual, or if it is a Hybrid event, check off both.

Event Format | Format de l'événement *
- In-Person | En personne
- Virtual | Virtuel

Categories

Categories act as filters on our website to help participants find the right events for them. Please select all that apply from this list. If your event is Virtual, you do not need to select "Indoors" or "Outdoors".

- Community Science | Science communautaire
- Presentation | Présentation
- Interactive Event | Événement interactif
- Outdoors | À l'extérieur
- Indoors | À l'intérieur
- Shoreline Cleanup | Nettoyage de littoral
- Presentation/Film Screening | Présentation / Projection de film
- Story-telling / Book Launch | Récit ou lancement de livre
- Arts-Based / Music | Artistique ou musicale
- Recreational Activity | Activité récréative
- Education & Interpretative Exploration | Éducation et exploration interprétative
- Other | Autre

Region

Please select the region where your event takes place. If your event is Virtual, select "Canada Wide"

Region | Région *

Please selects the region that corresponds to your event. If your event is vir 'Canada Wide'. | Veuillez sélectionner la région qui correspond à votre événe une région spécifique, sélectionner « Pancanadien ».

- ☐ Pacific | Pacifique
- ☐ Northwest Territories/Yukon | les Territoires du Nord-Ouest/le Yukon
- ☐ Prairies | Prairies
- ☐ Inuit Nunangat | Nunangat inuit
- ☐ Northern Quebec and Ontario | Nord du Québec et Ontario
- ☐ Great Lakes and St. Lawrence | Grands Lacs et Saint-Laurent
- ☐ Atlantic Canada | Provinces de l'Atlantique
- ☐ Canada Wide | Pancanadien

Audience

Is your event geared towards young kids, adults, all ages? Select all that apply.

Audience | Public *

Please check check all that apply. | Veuillez c

- ☐ All-Ages | Tous les âges
- ☐ Kids | Enfants (<13)
- ☐ Teens | Ados (13-19)
- ☐ Young Adults | Jeunes adults (19-30)
- ☐ Adults | Adultes (19+)
- ☐ Seniors | Les aîné.e.s (65+)

Accessibility

Please select which of accessibilities apply to your event. This is also where you can select the languages that your event will be presented in. If your event is Virtual, you do not need to select "Wheelchair Accessible" or "Pet Friendly".

Accessibility | Accessibilité *

Please choose the language and accessibility of your event. If your event is virtual you do not need to consider 'Wheelchair Accessible' or 'Pet Friendly'. | Veuillez choisir la langue et l'accessibilité de votre événement. Si votre événement est virtuel, vous n'avez pas besoin de considérer « Accessible aux fauteuils roulants » ou « Accessible aux animaux ».

- [ ] Closed Captioning | Sous-titres pour malentendants
- [ ] Wheelchair Accessible | Accessible en fauteuil roulant
- [ ] Pet Friendly | Accessible aux animaux
- [ ] English | Anglais
- [ ] French | Français

Event Hub

Ocean Week Canada has regional hubs in certain provinces and cities. Click on the drop down menu and select the province or city where your event is taking place. If your area is not included, leave this blank.

Event Hub

Does your event fall within one of these regional hubs? If so, please select it. If not, you can leave this blank.

Votre événement fait-il partie de l'un de ces hubs régionaux ? Si oui, veuillez le sélectionner. Sinon, vous pouvez laisser cette section vide.

Select ▾

City or Town

Fill in the province your event takes place in. If your event is virtual, you can leave this blank. If your event is In-Person, fill out the city or town it takes place in the field.

City or Town | Ville ou municipalité

Let us know what city or town your event is being held.
ville ou la municipalité où se déroule votre événement.
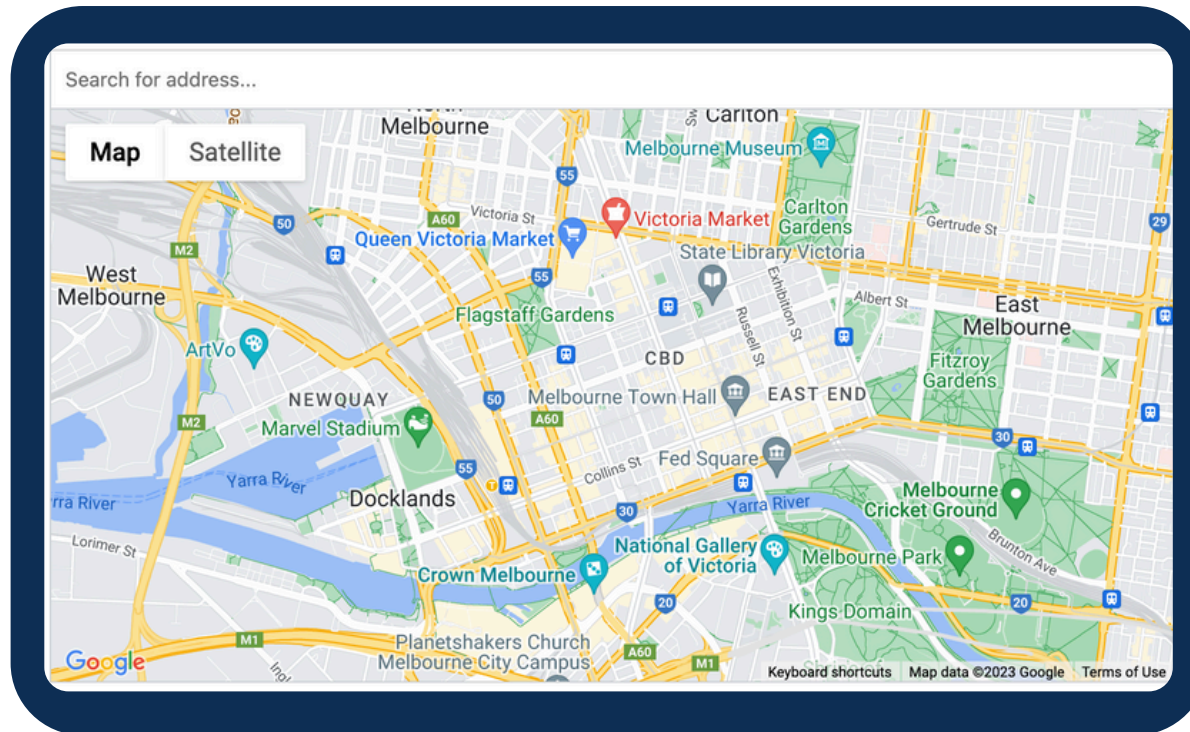
Province & Location

Select what province or territory your event is being held in. If your event is virtual, select virtual.

If your event is In-Person, use the map to search for the address where your event is taking place.

If your event takes place at a large location with multiple buildings or a large surface area, choose a spot to act as a Check-in point.
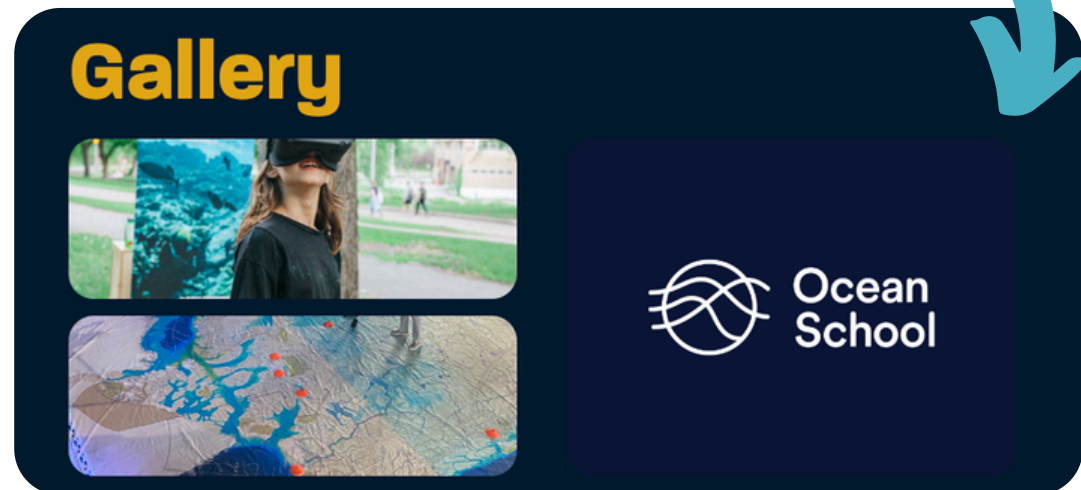
Image Gallery

You must provide at least 1 image, however we recommend uploading 2-3 to give participants a good idea of what to expect.

This is how the first image ('featured image') appears on a published event page.

And this is how other images appear

VIEW ON MAP

Gallery

Ocean School

Submit for review

Now, submit your event for review as described in section 1.4

That's it! Our team will now review your event and publish it on oceanweek.ca once it has been approved.

You will receive a notification when your event has been published. Please share your event page with your network!

Event page example