

EAA Calendar of Events FAQ

How do I add my event?

Go to www.eaa.org/calendar. Click on the "Submit Event" link. This will take you to an information page. Add your name and contact information and the information for the event. All fields in bold must be completed before you post the event. When the information is complete, click "Preview Your Submission" and your event notice will be displayed. Please make sure it is correct. If no changes are necessary, click "Post My Event!" and the information will be loaded into the calendar. If you need to make changes, click "Make Changes" to edit your submission.

Why doesn't my event show up on the calendar right away?

There is a basic approval process for the calendar to make sure the events are aviation-related. EAA staff will review new submissions each weekday (early morning and late afternoon) and approve new events. If there are questions about an event, you may be contacted for clarification.

How much detail do you need for each event?

Aside from the six required fields, you can provide as much or as little information as you want. Remember, this is your opportunity to tell the world about your event. The more detail you provide the more likely a person will be to attend. Make sure you provide contact information for questions or a web site where visitors can learn more about the event. Note: There is a 500 character limit in the description field size.

I know of a non-EAA aviation event in my area. Can I add it?

Yes. The goal of this project is to promote aviation by compiling a comprehensive on line aviation calendar of events. Add events of interest and encourage other aviation groups to add their events to the calendar. If it is an aviation-related event, it can be posted on the calendar.

What do the event tags do?

The event tags help when performing advanced searches. When adding an event, you can choose multiple tags for your event. For example, if you are holding a Chapter fly-in that features, Homebuilts, Powered Parachutes and Ultralights, then you would select all three tags. Event tags are not necessary, but will help users find specific events easily.

I want to list all my Chapter's meetings for the year. Is there an easy way to do that without having to retype all the information each time?

Yes, although the method may vary depending on the web browser you are using. On some browsers, pressing the "back" button twice after getting the "thank you your event has been submitted..." message will return you to the form where you can change the date. Other browsers will use an "auto fill-in" feature. The information is stored in a drop down box and by using the up/down arrow and the tab key, you can update the form.

What how can I change or cancel a posted event?

Currently, once an event is posted, you are not able to make changes to the listing. That is why it is important to review the information you enter before you post an event. However, if your event does change or is cancelled, please send a message, including the hyperlink for the event to Chapters@eaa.org and we will update the information.

How do I search for events?

You can use several different research criteria. If you would like a listing of scheduled events near you, use the "range" feature. Select a distance (50 – 2,000 miles) and enter either your zip code or airport identifier and you'll receive a list of events within that area. You can also use the "Search by State/Country" tab to see all the events in that state or country. The "Advanced Search" tab allows you to customize your search with a variety of criteria. Advanced Searches will allow you to focus on the events that interest you. For example, you could use an advanced search to find all Young Eagles in June in Arizona, simply by entering the search parameters in the appropriate fields.