

Using ActiveData Calendar to Post Your Events

The City of Morgantown is upgrading its WebEvent Calendar to a new ActiveData Calendar, which includes a wider variety of capabilities, accessibility for disabled persons, and a new look that matches that found on MorgantownWV.gov.

We know our community plays an active role in populating these calendars with neighborhood events and inclusive celebrations, and are providing this guide to help you understand the new calendar and how to add your own events.

Who manages the Calendar?

The calendar is managed by the Public Communications Office. It adds regular meetings, special events that have been given a permit, and approves submitted events.

What are my responsibilities?

You are not *required* to enter in all your own events. In the past, some groups were more comfortable submitting events via email, or simply by adding the Communications email to their mailing lists in order to keep the Communications Office informed of upcoming events. Others prefer to manage their own presence on the calendar. You are free to choose which you prefer.

All groups that are a part of the City are encouraged to publicize and promote their events.

How do I enter a new event for my neighborhood/board/commission?

Visit calendar.activedatax.com/cityofmorgantown.

Click on the "Submit Events" link in the upper right hand corner.

Enter information about your event. A * denotes a required field. Click "Preview."

You will be taken to a preview page. Review your submission and click "Submit."

You will receive an email with confirmation that your event has been submitted, and a link where you can modify or delete your submission.

How do I know if my event requires a Noise Ordinance or Special Event Permit?

The Events on this page reflect applications for Noise Ordinance Waivers, Special Events, and Parades. This form helps inform city officials of potentially large gatherings and ensures that arrangements can be made for major activities.

- [Noise \(Party\) Ordinance Waiver/Special Event/Parade Application](#) (.pdf)
- [Noise \(Party\) Ordinance & Regulations](#) (.pdf) 

Fill out form and return, in person, with \$20 application fee due at approval, to:

Office of the City Manager's Office
Office 15 on Floor 3
389 Spruce Street
Morgantown, WV

Can I add events to other calendars?

Submitters have permission to add events to the Inclusive Communities and Neighborhood Events calendars. If you would like to submit a public municipal meeting or board and commission meeting, please email the City Clerk at llittle@cityofmorgantown.org.

Can I set up an event to have registration (i.e. volunteers for a clean-up)?

Yes, however, an admin must create this event. Please email ssullivan@cityofmorgantown.org to have an event created with registration.

Who do I contact if I have questions?

Susan Sullivan, Public Communications Manager
City of Morgantown Public Communications Office
Office 16 on Floor 3
389 Spruce Street,
Morgantown, WV 26505
(304) 284-7426
ssullivan@cityofmorgantown.org

Our Calendar has been upgraded in order to assure that City of Morgantown is presentable to visitors and maintains a high quality of life for its residents. Let's keep Morgantown a **City of Distinction!**