



Your club calendar: setup and event guide

How to add your HL Tournament Diary calendar to your website, and how to add your own club events to it.

What you have been given

Heritage Legacy has prepared a bespoke events calendar for your club. It shows your own club events first, followed by the wider HL Tournament Diary, kept up to date automatically. Everything you need is in your club account on the Clubs/TOs page at www.hl-outdoors.co.uk/submit/.

Calendar code	A short piece of website code (sometimes called an embed code) that displays your calendar on your website. You will find it under Your custom club diary in your club account.
Club account	Where your club officials sign in to add events, both open public events and club only events.

If you cannot sign in or cannot find your calendar code, please contact us using the details at the end of this guide.

1. Adding the calendar to your website

Your calendar code only needs to be added once. After that, it updates itself automatically, so you will not need to repeat these steps for future events.

General instructions (any website)

- 1 Open the page on your website where you would like the calendar to appear, and switch to edit mode.
- 2 Add a section that accepts HTML or embed code. Most website builders call this a "Custom HTML", "HTML", "Embed" or "Code" block or widget.
- 3 Sign in to your club account, press Copy code under Your custom club diary, and paste it into that block exactly as it is, without changing any part of it.
- 4 Save, publish or update the page.
- 5 Open the page to check the calendar appears and loads correctly.

WordPress websites

No plugin is required on a standard WordPress site, provided it allows a Custom HTML block.

- 1 Open the page where you want the calendar, and choose Edit.
- 2 Add a Custom HTML block. In the WordPress block editor, search for "Custom HTML".
- 3 Copy the calendar code from your club account and paste it into that block.
- 4 Publish or update the page.

Elementor, Divi and similar page builders: use their HTML, Code or Custom HTML element in the same way.

Please keep the code exactly as it is

Do not edit, shorten or retype the calendar code. If a word is missing, such as your club's reference name, the calendar may not display at all.

If you are moving the calendar to a new page, simply copy the same code across again. The code only works on your club's website address, so if that changes, please contact us for a new code.

2. Adding your own club events

Sign in to your club account on the Clubs/TOs page. Above the event form you choose where each event should appear.

- 1 Go to www.hl-outdoors.co.uk/submit/ on your phone or computer and sign in.
- 2 Under Where should this event appear?, choose Open public event or Club only event.
- 3 Fill in the event details requested: the tournament name and dates, the venue and address, entry prices, and how archers can enter. Your club and contact details are filled in for you.
- 4 Confirm you are authorised to submit the details, and send the form.
- 5 You will see an on screen confirmation with a reference number, and the event is listed in your club account.

Club only events are checked by Heritage Legacy before they appear on your calendar, so please allow a short time for review. We may contact the person named on the submission if anything needs clarifying.

Save the Clubs/TOs page

We recommend saving www.hl-outdoors.co.uk/submit/ as a favourite (bookmark) on your phone and on your computer, so that whoever manages your calendar can find it quickly whenever a new event needs adding.

Important: Club only events

Choose Club only event only for events that are open to your own club members, such as club nights, internal shoots or members only sessions. These events appear on your club's calendar only, and are not shown in the public HL Tournament Diary.

If you are running a tournament or event that you want archers from outside your club to attend, choose Open public event instead, so that it appears in the public HL Tournament Diary and on the partner club diaries, where visiting archers can find it.

Need help?

If your calendar does not appear after following these steps, if you cannot sign in, or if you have any other questions, please get in touch and we will be happy to help at www.hl-outdoors.co.uk/contact/

This guide applies to the calendar prepared for your club. Please keep it for future reference, for example if you redesign your website.