

STEP-BY-STEP GUIDE TO

CREATING A HUB

What are Hubs? Culture Days Hubs are event collections grouped on one page, connected by the same organizer, location, or theme.

Before You Start

- You must have at least 3 events published in the system before your hub goes live.
- Once linked, your events will appear together on your hub page.

Log in to your Dashboard at culturedays.ca/dashboard/hubs or select “Hubs” from the left-hand menu to create your hub.

Click “New Hub”

In your Dashboard’s Hub tab, click New Hub.

1

Name and Describe Your Hub

Choose a unique name and write a brief description of what visitors can expect.

2

Upload Images

Add up to 4 images that showcase your hub. Include image credits if available.

3

Provide Organizer Info and Links

Enter the hub organizer’s name, contact email and relevant links.

4

Add a Location

Drag the pin to your hub’s approximate center. This helps find nearby events to invite to the hub.

5

Place Name

If applicable, name the main venue or gathering spot.

6

Note: This location is not shown publicly. Only your linked events will appear on the hub map.

Choose Event Order

Select how events are displayed: alphabetical or chronological.

7

8

Publishing Your Hub

- Review your hub details.
- Click ‘Publish’.
- Link your events: open your hub page in the Dashboard, search for your published events at the bottom of page, and add them to the hub.
- Your hub will go live automatically once at least three published events are linked.
- Add your own published events or invite other nearby events to join your hub.
- Events you invite to join your hub will accept or decline via email.