CalHOPE Connect Calendar Directions

Submit your support groups/group sessions to have them added to the CalHOPEConnect.org calendar.

* Submit virtual group sessions for the calendar.  In-person sessions are not required to be listed but are still encouraged.
* You may also request prior registration for your sessions if you are concerned about capacity levels.

**Please fill out the form on page 2 and send it via email to Abid at:****abakhtiyar@alterhealthgroup.com****and cc****lorena.campos@calmhsa.org**. The template is also available on the [repository site here](https://www.calmhsa.org/calhope/).

**Action steps:**

1.       Fill out the CalHOPE Calendar Template for your session(s)

a.       The template has fields for all the information that is required to add sessions on the calendar. Please fill out the ENTIRE template.

2.       Send the completed template via email to Abid at: **abakhtiyar@alterhealthgroup.com** & cc: lorena.campos@calmhsa.org

a.       Abid, from Alter Health, will upload this information onto the calendar.

3.       If you have any changes or updates, email Abid with those details as well.

# CalHOPE Connect Calendar

**Agency Name:**

**Agency contact:**

|  |  |
| --- | --- |
| **Group Session Name/Title** |  |
| **Population(s) (check any that apply)** | [ ] All Californians[ ] African America/Black[ ] Asian/Pacific Islander[ ] Immigrant/Refugee[ ] Latino/Latinx[ ] LGBTQ+ Community[ ] Parents/Caregivers[ ] Veterans[ ] Youth/Young Adults |
| **Purpose/Description** |  |
| **Short description**  |  |
| **Date(s)/Time(s)** |  |
| **Frequency** |  |
| **External link** (Zoom, registration page, etc…)You may request prior registration for your sessions via email or registration forms if you are concerned about attendance levels.  |  |
| **Location**If held in person, you are welcome to include physical address information *OR* provide the city and email address/registration link so that your agency can mitigate the sharing of this information publicly.  | **Title -** *Give a Name to the Location (e.g. St. Luke’s Methodist Church, Community Center, etc.):***Address :****City:****Location Details -** *Provide a Narrative Description or Special Directions to help people find this event (e.g. Meeting is in the Church Basement. Please use the entrance on the West Side of the Building.)* |