

# How to Submit a Community Event for Posting on CoveredCA.com

## Purpose

Use this quick guide to submit a community event for posting on CoveredCA.com. This guide will help you understand what qualifies as an education and enrollment event and provide step-by-step instructions for submitting your event.

## Overview

Covered California **Certified Insurance Agents and Certified Application Entities** can advertise their education and enrollment events on CoveredCA.com. This is an effective way to **increase visibility** within your community, **build trust** by connecting with consumers in person, and ultimately **drive enrollment** to help more people **access quality health coverage**.

**Note:** This process **does not apply to Covered California Navigator Entities**. Navigators should **continue submitting events** through their grant portal.

## What Qualifies as an Education and Enrollment Event

To be posted on CoveredCA.com, events must meet these criteria:

- **Community Events:** Examples include health fairs, enrollment events, or local festivals.
- **Face-to-Face Interaction:** Events must allow direct engagement with consumers to provide education about Covered California and help with enrollment.
- **Specific Time and Location:** Events must have a set date and place. General recurring events at an enroller's office **will not be approved** for the community event page.

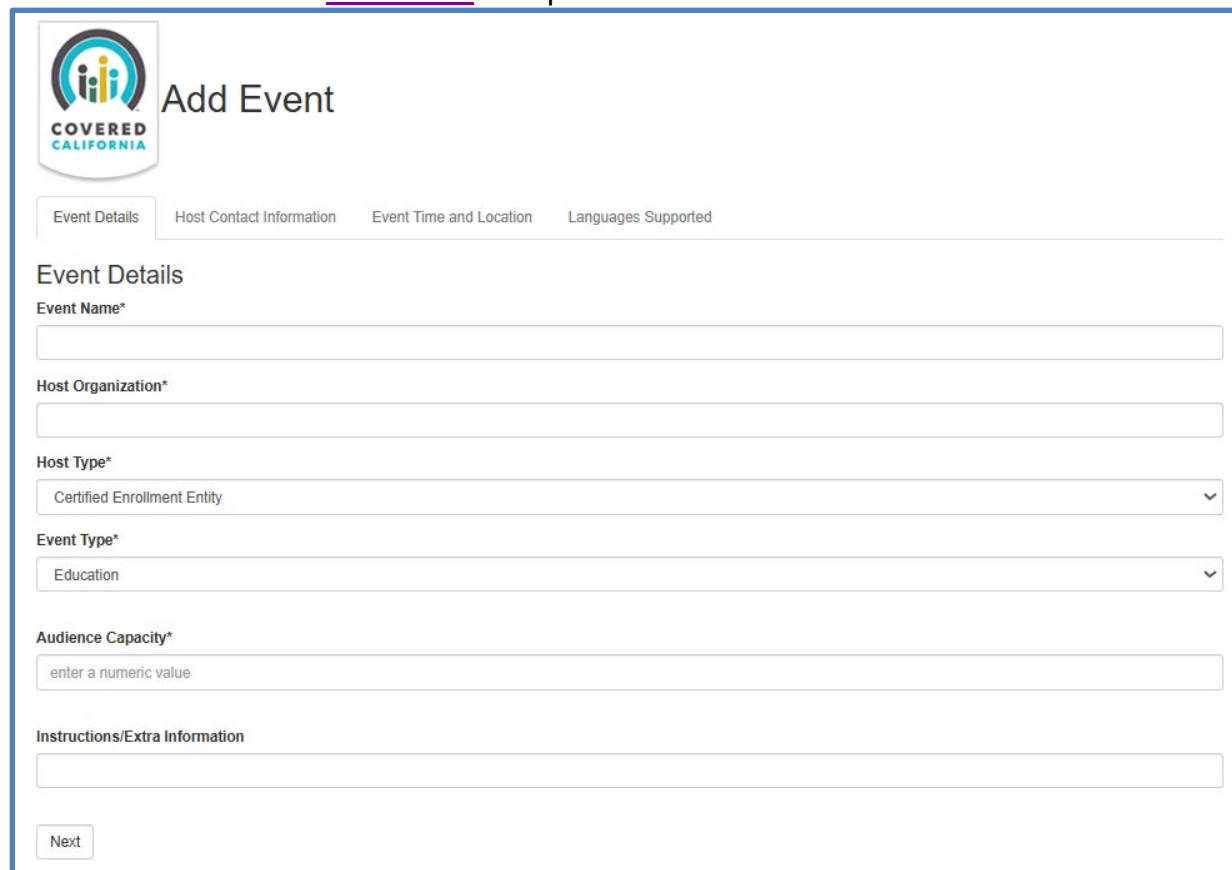
**Go to page 2 for the step-by-step instructions on how to submit an event.**

## How to Submit an Event

Follow these simple steps to submit your event online:

### 1. Access the Add Event Form:


- Click the link: [“Add Event”](#) to open the **Add Event Form**.



The screenshot shows the 'Add Event' form on the Covered California website. The form is titled 'Add Event' and features the Covered California logo. It has four tabs: 'Event Details', 'Host Contact Information', 'Event Time and Location', and 'Languages Supported'. The 'Event Details' tab is active, showing several required fields: 'Event Name\*', 'Host Organization\*', 'Host Type\*' (a dropdown menu with 'Certified Enrollment Entity' selected), 'Event Type\*' (a dropdown menu with 'Education' selected), 'Audience Capacity\*' (a text input field with the placeholder 'enter a numeric value'), and 'Instructions/Extra Information' (a large text area). A 'Next' button is located at the bottom left of the form.

## 2. Fill Out Event Details:

- Complete all required fields under the “Event Details” section tab.
- Click “Next” to proceed.
- In the field, “Instructions/Extra Information,” you can also include optional information, like helpful details about your event (e.g., “Come get your free health screenings! Learn more here: *insert link*”).

 **Add Event**

Event Details   Host Contact Information   Event Time and Location   Languages Supported

**Event Details**

**Event Name\***

Community Health and Wellness Fair

**Host Organization\***

Healthy Living Partners

**Host Type\***

Community Outreach Network Organization

**Event Type\***

Education

**Audience Capacity\***

100

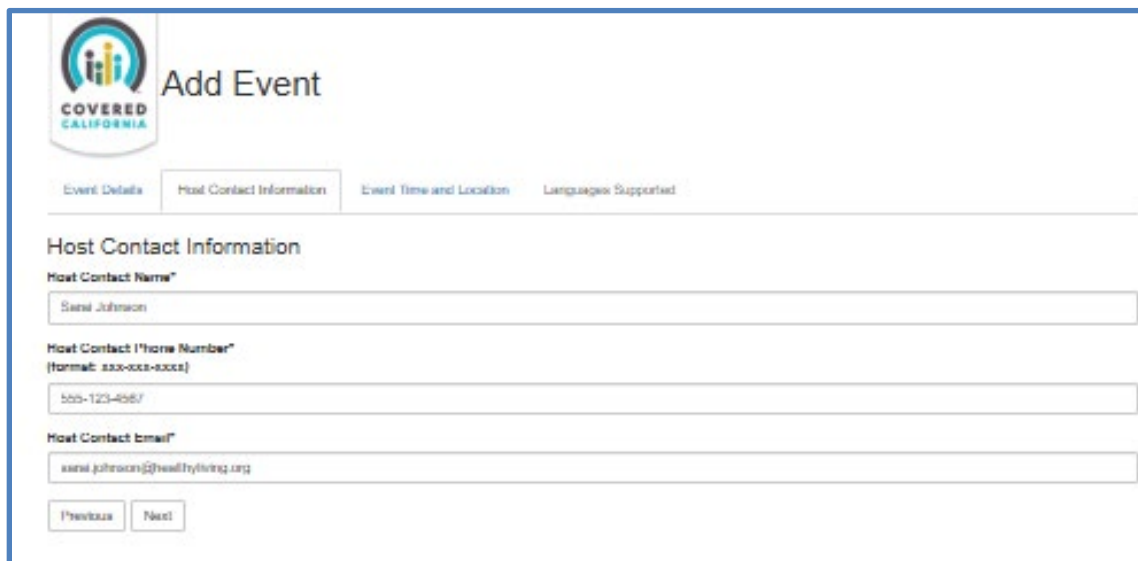
**Instructions/Extra Information**

Come get your free health screenings! Learn more here: <https://healthylivingpartners.org/fair>

Next

### 3. Enter Host Contact Information:

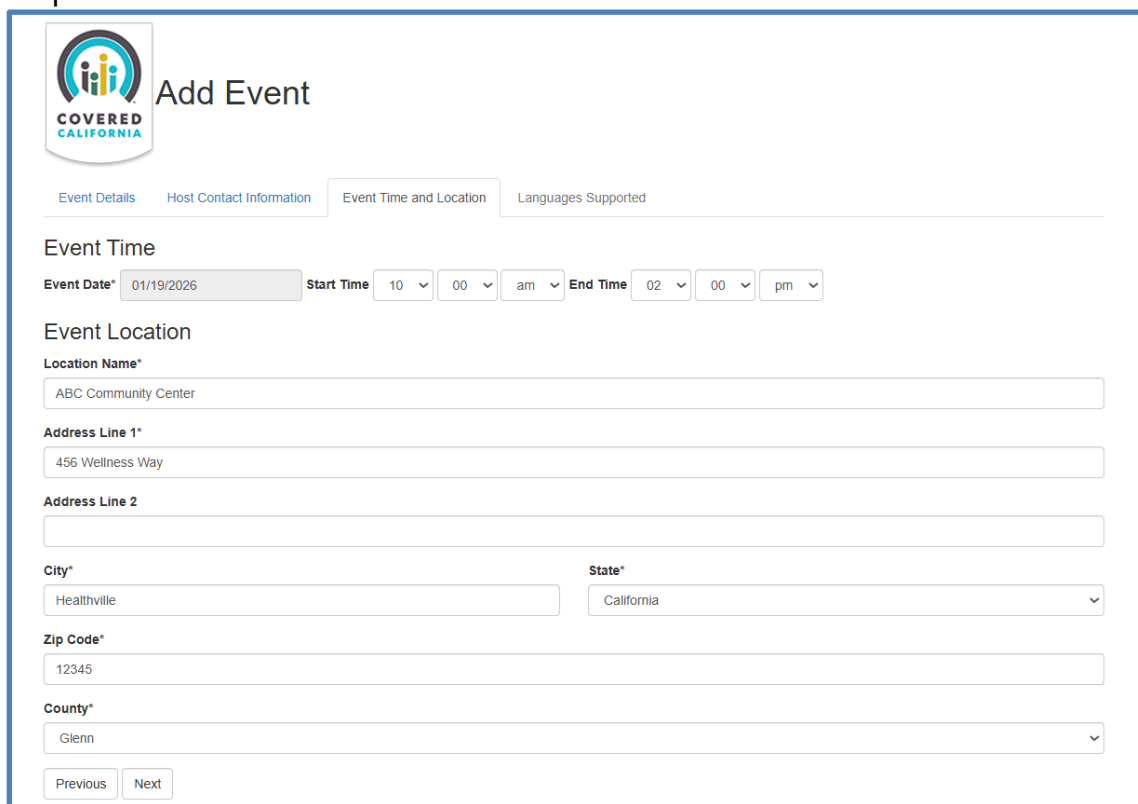
- Provide the Host Contact Name, Phone Number, and Email Address in the correct format.
- Click the “Next” to continue.



The screenshot shows the 'Add Event' form with the 'Host Contact Information' tab selected. The form includes the Covered California logo and navigation tabs: Event Details, Host Contact Information, Event Time and Location, and Languages Supported. The 'Host Contact Information' section contains three input fields: 'Host Contact Name\*' with the value 'Sara Johnson', 'Host Contact Phone Number\*' with the value '555-123-4567' and a format hint '(format: xxx-xxx-xxxx)', and 'Host Contact Email\*' with the value 'sara.johnson@healthyliving.org'. At the bottom are 'Previous' and 'Next' buttons.

### 4. Enter Event Time and Location:

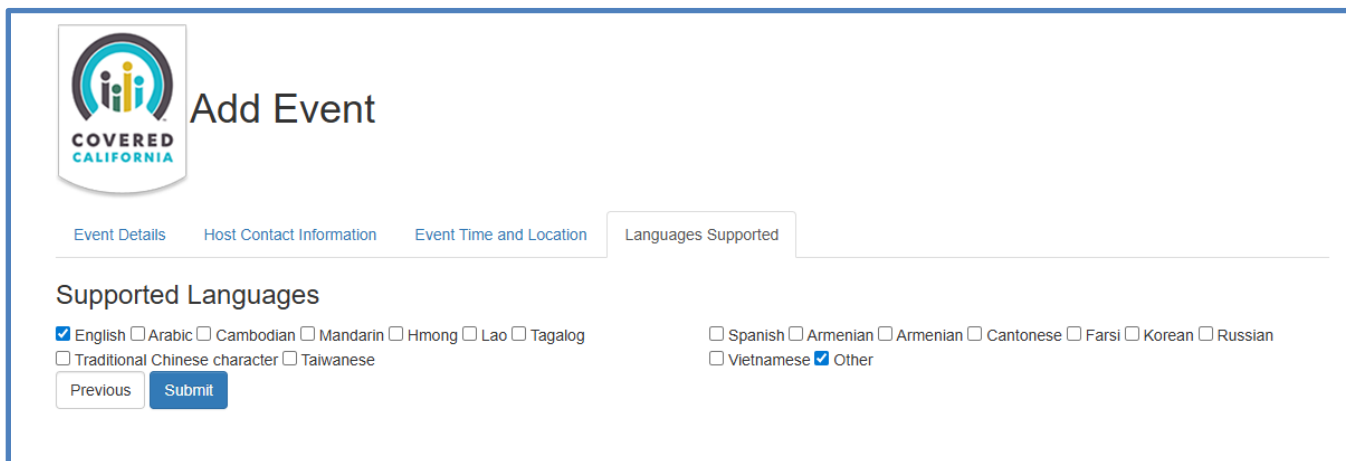
- Provide the date, time, and specific location of your event. Fill out all required fields to proceed.



The screenshot shows the 'Add Event' form with the 'Event Time and Location' tab selected. The form includes the Covered California logo and navigation tabs: Event Details, Host Contact Information, Event Time and Location, and Languages Supported. The 'Event Time' section has 'Event Date\*' set to '01/19/2026' and 'Start Time' set to '10:00 am', with 'End Time' set to '02:00 pm'. The 'Event Location' section contains several input fields: 'Location Name\*' with 'ABC Community Center', 'Address Line 1\*' with '456 Wellness Way', an empty 'Address Line 2' field, 'City\*' with 'Healthville', 'State\*' with a dropdown menu showing 'California', 'Zip Code\*' with '12345', and 'County\*' with a dropdown menu showing 'Glenn'. At the bottom are 'Previous' and 'Next' buttons.

## 5. Select Supported Languages:

- Choose the languages available at the event from the dropdown menu. If a language is not listed, select “Other.”
- Click “Submit” when done.



The screenshot shows the 'Add Event' form with the 'Languages Supported' tab selected. The 'Supported Languages' section includes checkboxes for English (checked), Arabic, Cambodian, Mandarin, Hmong, Lao, Tagalog, Spanish, Armenian, Cantonese, Farsi, Korean, Russian, Vietnamese, and Other (checked). There are 'Previous' and 'Submit' buttons at the bottom left.

**COVERED CALIFORNIA** Add Event

Event Details Host Contact Information Event Time and Location Languages Supported

**Supported Languages**

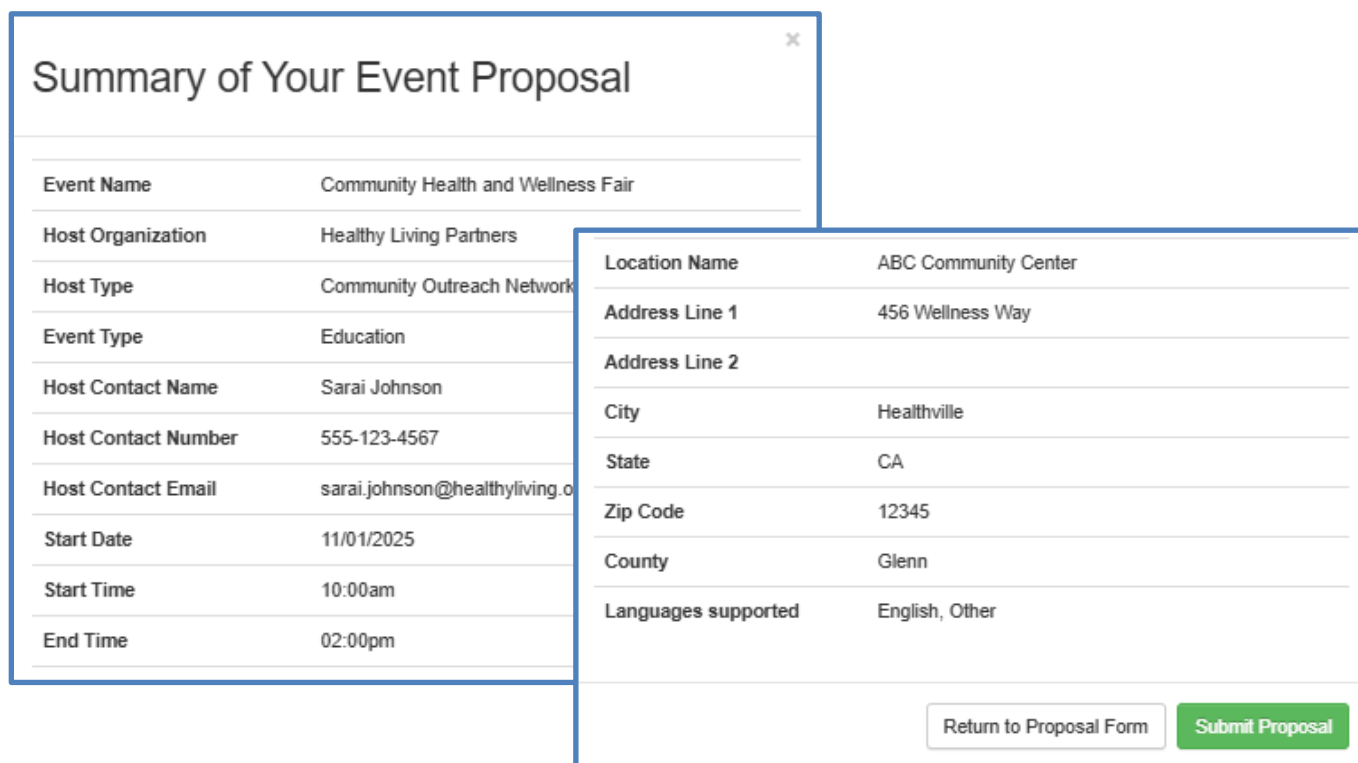
☒ English ☐ Arabic ☐ Cambodian ☐ Mandarin ☐ Hmong ☐ Lao ☐ Tagalog ☐ Spanish ☐ Armenian ☐ Cantonese ☐ Farsi ☐ Korean ☐ Russian ☐ Vietnamese ☒ Other

☐ Traditional Chinese character ☐ Taiwanese

Previous Submit

## 6. Review Your Proposal:

- Check the event details in the Summary of Your Event Proposal box to ensure accuracy.
- If corrections are needed, click “Return to Proposal Form.” Once everything is correct, click **Submit Proposal**.



The screenshot shows the 'Summary of Your Event Proposal' box. It contains two tables of event details. The first table lists general event information, and the second table lists location and contact information. At the bottom right, there are 'Return to Proposal Form' and 'Submit Proposal' buttons.

**Summary of Your Event Proposal**

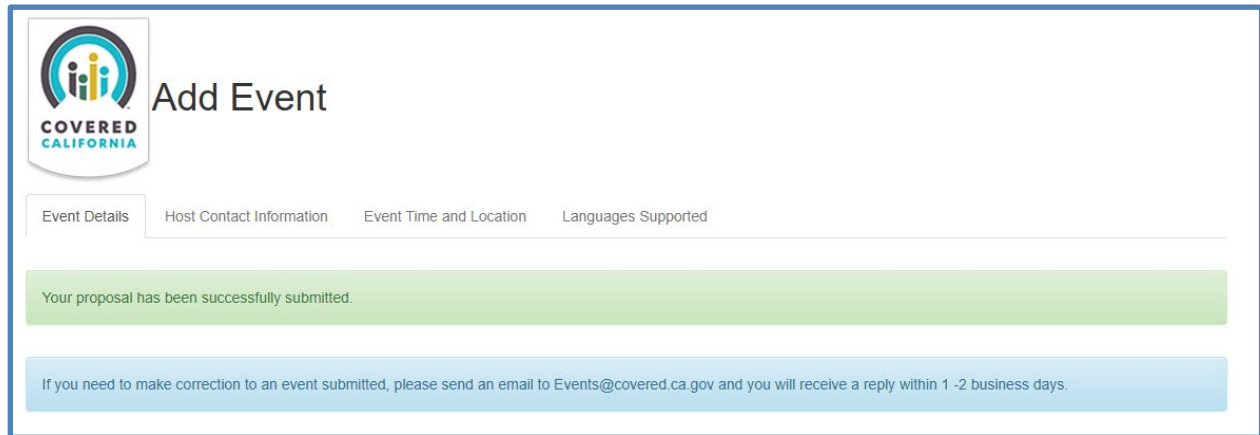
|                     |                                    |
|---------------------|------------------------------------|
| Event Name          | Community Health and Wellness Fair |
| Host Organization   | Healthy Living Partners            |
| Host Type           | Community Outreach Network         |
| Event Type          | Education                          |
| Host Contact Name   | Sarai Johnson                      |
| Host Contact Number | 555-123-4567                       |
| Host Contact Email  | sarai.johnson@healthyliving.org    |
| Start Date          | 11/01/2025                         |
| Start Time          | 10:00am                            |
| End Time            | 02:00pm                            |

|                     |                      |
|---------------------|----------------------|
| Location Name       | ABC Community Center |
| Address Line 1      | 456 Wellness Way     |
| Address Line 2      |                      |
| City                | Healthville          |
| State               | CA                   |
| Zip Code            | 12345                |
| County              | Glenn                |
| Languages supported | English, Other       |

Return to Proposal Form Submit Proposal

## What Happens Next?

- You will see a confirmation message that your event proposal was submitted.
- If **you need to update or correct** your submitted event, email [Events@covered.ca.gov](mailto:Events@covered.ca.gov), and you will receive a reply within 1-2 business days.
- Event proposals are reviewed and approved within 3-5 business days.



The screenshot shows the 'Add Event' form on the CoveredCA.com website. The form has four tabs: 'Event Details', 'Host Contact Information', 'Event Time and Location', and 'Languages Supported'. A green banner at the bottom of the form states: 'Your proposal has been successfully submitted.' Below this, a blue banner provides instructions: 'If you need to make correction to an event submitted, please send an email to [Events@covered.ca.gov](mailto:Events@covered.ca.gov) and you will receive a reply within 1 -2 business days.'

- Once approved, your event will appear in the “Events” tile on **Contact Us** page of CoveredCA.com, where consumers can easily find it: [Contact Us - Covered California](#).

