



ARCH AMENITIES GROUP PREFERRED VENDOR PROGRAM

FOR QUESTIONS OR
CONCERNS RELATING TO
OUR PREFERRED VENDOR
PROGRAM, CONTACT:

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Instructions for Preferred Vendors to Sign Up for an Event on the Canva Calendar

Step 1: Open the Sign-Up Calendar

- Click on the appropriate link for the event year you want to sign up for:



Step 2: Locate the Event Date

- Once in the Canva calendar, navigate through the calendar pages to find the date and event you're interested in.

Step 3: Add a Comment with Your Information

1. Open the Comments Section:
 - Click the "Comments" button on the right-hand side of the Canva screen. This will open a panel for adding comments.
2. Add Your Comment:
 - In the comment panel, click on "Add a comment" at the bottom.
 - Type in your information, including:
 - Your full name
 - Company name
 - Event title
 - Any special requests or notes related to the event
3. Tag Team Members (Optional):
 - If you need to tag anyone (such as a contact person or team member involved in planning), type "@" followed by their name. This will notify them of your comment.
4. Submit the Comment:
 - Once your comment is ready, press Enter to post it.

Step 4: Check for Responses

- Be sure to revisit the calendar periodically to check for any responses or updates to your comment.