



Network for a Healthy California Master Calendar Event Submission Instructions

The **Network for a Healthy California Master Calendar** is located on our website in the Training Section: ([Link Here](#)).

The **Network for a Healthy California Master Calendar Event Submission Form** is located on our website in the Training Section: ([Link Here](#)).

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Form Submissions:

When submitting a new event or a change to an existing event for the Network for a Healthy California Master Calendar, send completed Event Submission Forms and all necessary Attachments to Metria Munyan via email at Metria.Munyan@cdph.ca.gov.

If you have questions during the process please contact Metria directly at (916) 445-8112 or (916) 449-5400.

Forms must be filled out completely or they cannot be processed and will be returned to the sender. Please review your forms thoroughly before submitting.

Updating Process:

- Once your submission is received and verified to be complete by Metria
- It is then sent through the Network Approval Process to be reviewed and approved by Network Management.
- Once your event is approved it will be posted online on the Master Calendar
- If you have questions during this process please contact Metria

*The Network for a Healthy California Master Calendar
is not to be confused with the CPNS Internal Calendar.*