

Add Multiple Events to the Community Map

Use this kit when you have five or more public Mahjong events to submit. The ZIP contains this guide and the CSV template used by the current BAM House map importer.

EMAIL YOUR COMPLETED SPREADSHEET

To: hello@bamhousestl.com

Subject: Bulk Event Submission - [Business or Organizer Name]

Attach the completed file as .csv or .xlsx. Other file formats may delay review, approval, and addition to the map. In the message, include your name and the best email address for questions.

Quick start

- 1 Open the CSV**
Open **BAM-House-bulk-event-template.csv** in Excel, Numbers, or another spreadsheet program. No Google account is needed.
- 2 Replace the example**
Overwrite or delete the example row. Add one listing per row. Do not rename, reorder, or remove the column headings.
- 3 Save as CSV or Excel**
Save the completed spreadsheet as **.csv** or **.xlsx**. CSV is preferred; if your program asks, choose UTF-8 or comma-separated values.
- 4 Email the file**
Send it to hello@bamhousestl.com using the subject line shown above.

Before you submit

Submissions are reviewed. Emailing the file does not place events on the map immediately and does not guarantee publication. BAM House may contact you to confirm dates, addresses, costs, access rules, or registration links.

Use public-facing locations. Submit the address guests may safely use. Do not include a private home address. Private-game matching will use a separate approval process later.

Check every registration link. Use the complete link beginning with **https://**. If registration is not required, leave the cell blank and explain walk-in or RSVP details in Notes.

Updates and cancellations: Email hello@bamhousestl.com with the event name, venue, date, and requested change. Changes also require review and may not appear immediately.

Dates, times, and repeating events

These rules determine how an event appears, filters, and expires from the map.

One-time or specifically dated events

Use **Recurring = No**. Enter **Event date** as YYYY-MM-DD and **Start time** as 24-hour HH:MM. Example: September 12, 2026 at 6:30 PM is **2026-09-12** and **18:30**. The day of the week and map area are derived automatically.

If the same program happens on several separate dates, use one row for each date. This gives visitors accurate date filtering and lets each event expire correctly.

Events with a start and final date

Use **Recurring = No**, enter the first day in Event date, and enter the last day in Final date. This works for a league, retreat, or continuing event that should remain visible until the whole program ends. The listing leaves the map after the Final date.

A start/final-date listing is treated as one event period. It does not create separate calendar entries for every meeting. If each meeting should appear in date searches, use one row per date instead.

Truly ongoing weekly or monthly play

Use **Recurring = Yes**. Leave Event date, Final date, Start time, and End time blank. Complete **Day** and **Recurring schedule**, such as **Thursday** and **Thursdays - 5:00 PM-7:00 PM**. Ongoing listings do not expire automatically and must be reconfirmed periodically.

Do not mark a short series as recurring. Recurring is only for an activity that continues without a known ending date.

Spreadsheet column guide

Keep the headings exactly as supplied. Blank means optional unless the rule below says otherwise.

COLUMN	WHAT TO ENTER
Event name	Required. Public title of the listing.
Venue	Required. Public venue or host location name.
Address	Required. Full public address including city, state, and ZIP. Used to place the map pin and derive the area.
Event date	Required for non-recurring events. YYYY-MM-DD.
Final date	Optional. YYYY-MM-DD. Use only when one listing should stay active through a final day.
Start time	Required for non-recurring events. 24-hour HH:MM.
End time	Optional. 24-hour HH:MM.
Recurring	Required. Yes or No.
Day	Required only when Recurring = Yes. Monday through Sunday. Leave blank for dated events.
Recurring schedule	Required only when Recurring = Yes. Human-readable schedule including time.
Cost display	Required. What visitors see, such as Free, \$15, Donation, or Membership required.
Cost tag	Required. Exactly one of: Free, Donation, Paid.
Event type	Required. Exactly one of: Open Play, Guided Play, Class, Tournament.
Experience	Required. Exactly one of: Beginner friendly, All levels, Experienced.
Registration link	Optional. Complete https:// link for registration or official details.
Notes	Access rules, guest policy, equipment, RSVP instructions, membership requirements, or other details.

Questions before submitting? Email hello@bamhousestl.com.