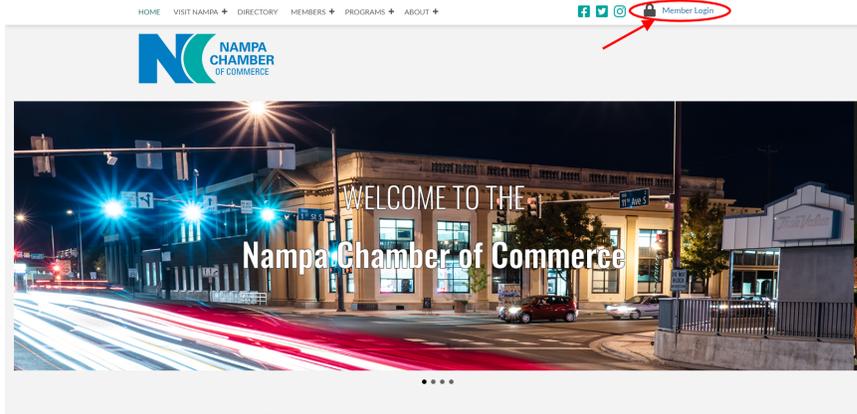


How To Guide

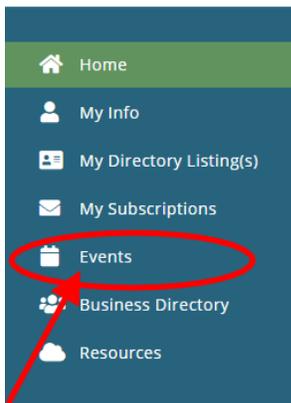
Posting Events



1. Login to the [Member Information Center](#)



2. Click on **Events** in the left-hand navigation panel.



3. Click the **Add New Event** button.



4. Click the **Add New Event** button.

Add New Event ×

Event Name

Contact Organization

Email Address Phone

Event Contact Details

Description

Location Name

Address 1

Address 2

- **Name** - Enter a name for the event. This is the name that will display on our web-site.
- **Contact** - Enter the contact person for the event.
- **Description** - Provide a description of the event. This description will be displayed on our web-site.
- **Location** - Enter location information. This information will be displayed on our web-site.
- **Publish Date** - Enter the date that you wish to begin displaying this event on our web-site.
- **Start At/End At** - This is the start time and end time of the event.
- **Time/Hours Details** - This section allows you to enter descriptive information about the time/hours of the event (such as when registration opens, when dinner starts, when auction starts).
- **Organization** - The name of your organization will be automatically populated.
- **Email Address**- email address you want displayed on the event page
- **Phone**- phone number you want displayed on the event page
- **Additional Contact Details** - This text box allows you to enter further contact information, i.e. name, phone number, email, etc.
- **Category** - To assist you in filtering, sorting and/or report on this event, you may select a category from the drop-down list. This is optional.
- **Calendar** - Select the **Member Event Calendar**.

5. Click **Save** to save the new event.

6. The event will be displayed in the window and you then add/upload an event image if desired.