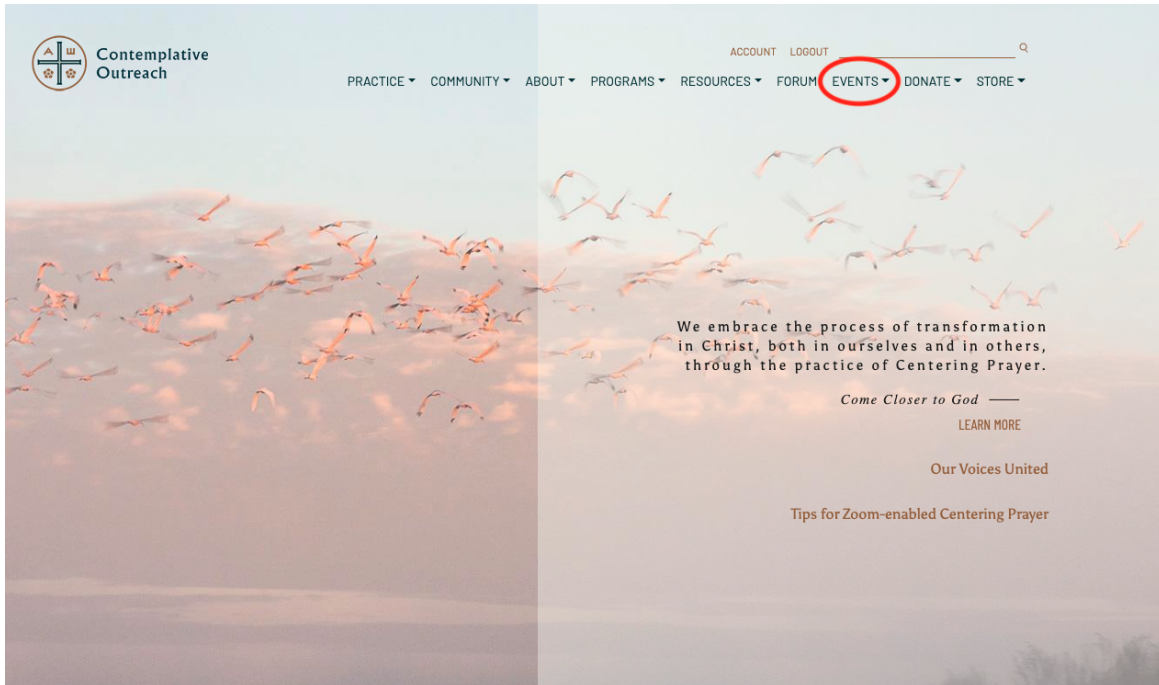


Submitting a New Event

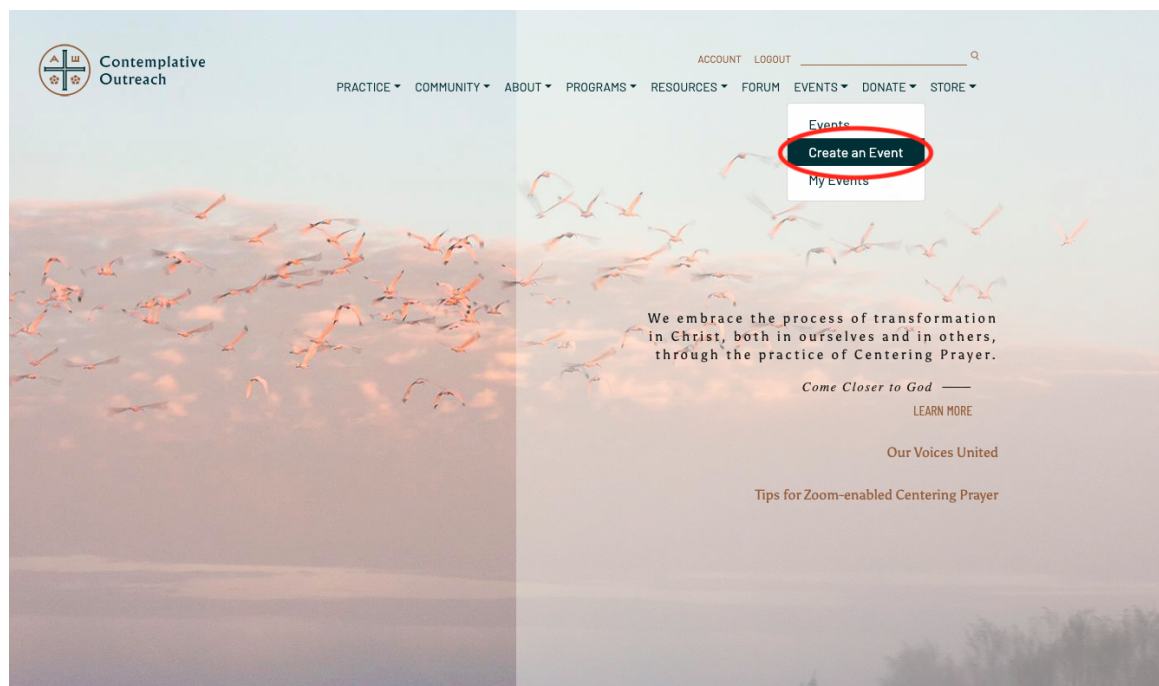
Note – For updating an Organizer’s info, go to the bottom.

Step 1 - Navigate to the New Events form

In the upper navigation bar, click **Events**:



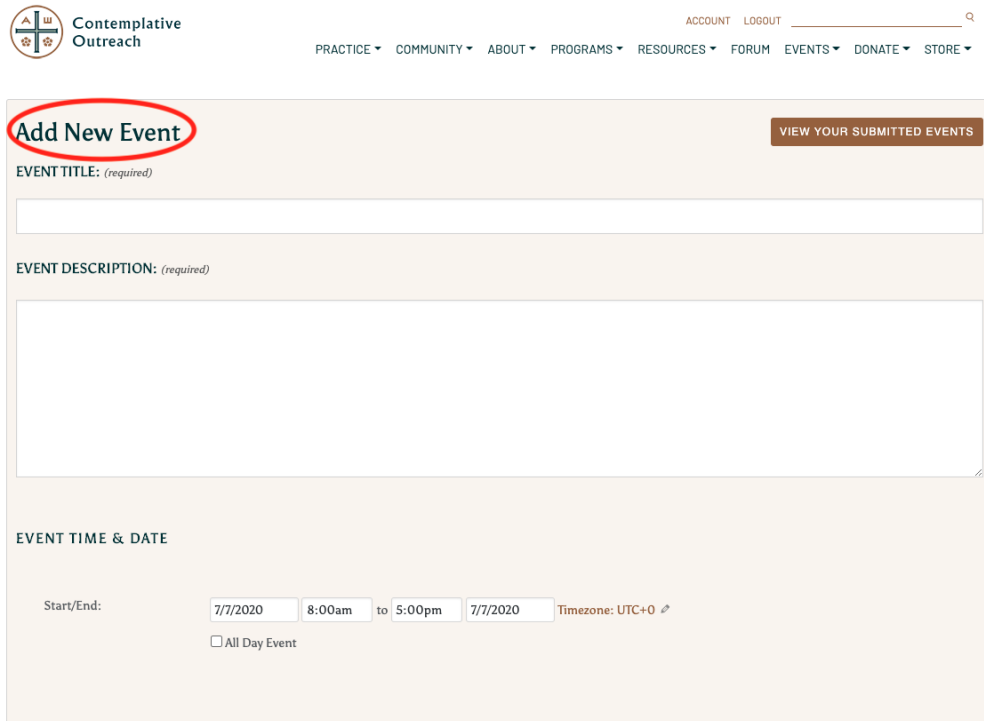
Now click on **Create an Event**:



Step 2 - Create the event

Fill out the desired fields on the form to create your event:

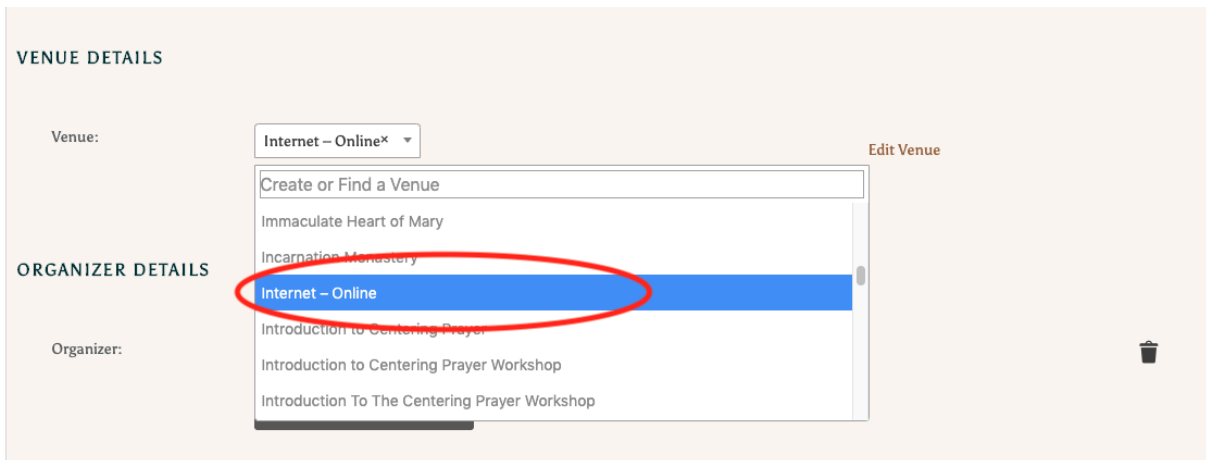
NOTE: You must fill in all *required* fields for the form to be submitted.



The screenshot shows the 'Add New Event' form on the Contemplative Outreach website. The form is titled 'Add New Event' and includes a search bar for 'VIEW YOUR SUBMITTED EVENTS'. The form fields are:

- EVENT TITLE:** (required) - A text input field.
- EVENT DESCRIPTION:** (required) - A large text area for the event description.
- EVENT TIME & DATE:**
 - Start/End: 7/7/2020 8:00am to 5:00pm 7/7/2020 Timezone: UTC+0
 - All Day Event

NOTE: **Online Events still require a Venue.** When submitting an Online Event, please select **Internet - Online** in the Venue field:



The screenshot shows the 'VENUE DETAILS' section of the form. The 'Venue:' dropdown menu is open, showing the following options:

- Create or Find a Venue
- Immaculate Heart of Mary
- Incarnation Monastery
- Internet - Online** (highlighted with a red oval)
- Introduction to Centering Prayer
- Introduction to Centering Prayer Workshop
- Introduction To The Centering Prayer Workshop

The 'Organizer:' field is also visible, but the dropdown menu is currently open, preventing selection.

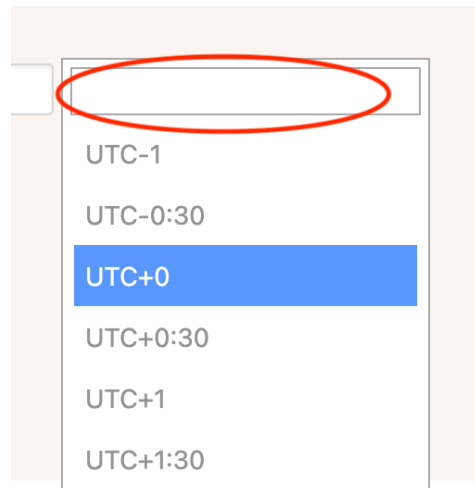
NOTE: Please make sure to include timezone. On the right, there is a section to select the time zone of the event (it starts at UTC+0 which is a code time):



Click on this to open up the time zone selection box:



Click in the box, and a search menu will come up. Select the nearest major city in your time zone to set the time zone for this event:



New

America

New York

North Dakota - New Salem

The time zone is now set, continue filling in the rest of the event details:

11/12/2021 8:00am to 5:00pm 11/12/2021 New York × ▾

All Day Event

Once finished, at the bottom of the form, click **Submit Event** to send it for review by the Contemplative Outreach staff:

EVENT COST

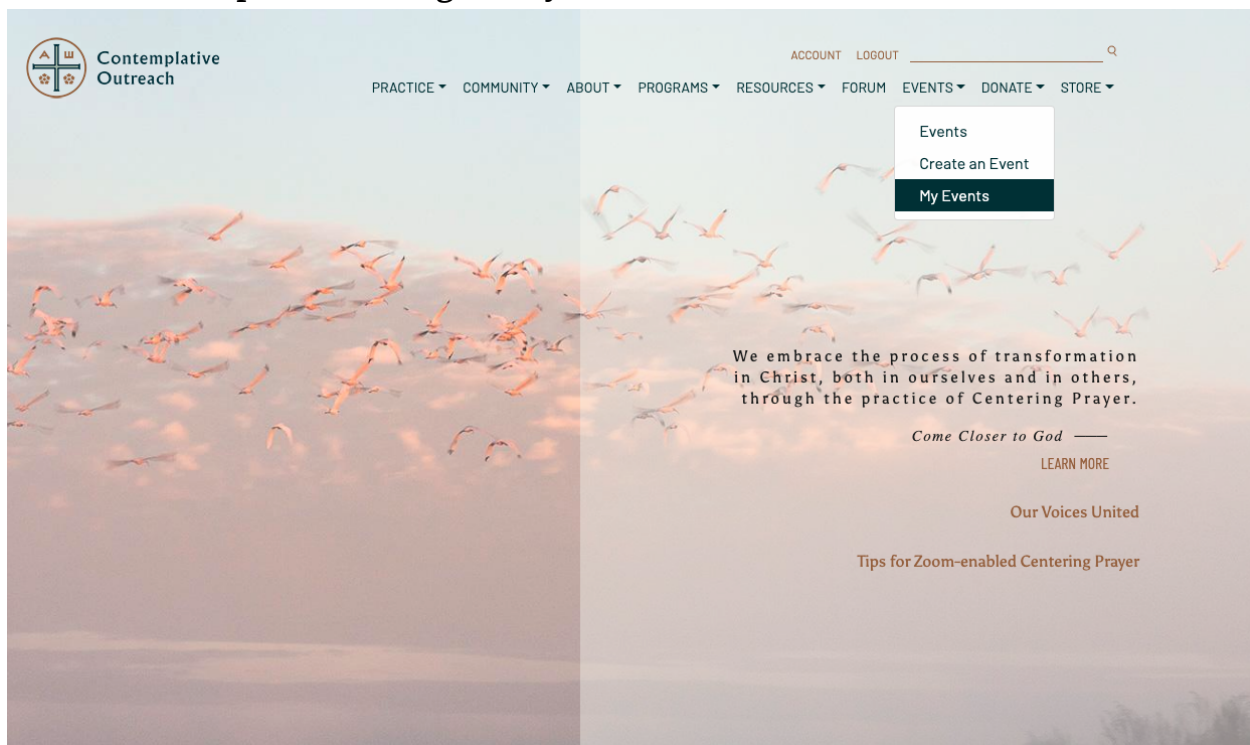
Cost:

Leave blank to hide the field. Enter a 0 for events that are free.

SUBMIT EVENT

Step 3 - Wait for confirmation on the event

At any time you can check your submitted events by going to the Navigation menu at the top and clicking on **My Events**:



From here you can see your events. To see whether the admin has approved the event, look at the small symbol to the left of the event. **Draft** indicates it has not been approved yet:

My Events [ADD NEW](#)

UPCOMING EVENTS

PAST EVENTS

DISPLAY OPTION ▾

STATUS	TITLE	ORGANIZER	VENUE	CATEGORY	START DATE	END DATE
Draft	Test Event View Edit	—	102312	Training	July 10 @ 8:00 am	July 10 @ 5:00 pm

[View My Events](#)

Once the event has been approved, the symbol on the left will change to **Published**:

My Events [ADD NEW](#)

UPCOMING EVENTS

PAST EVENTS

DISPLAY OPTION ▾

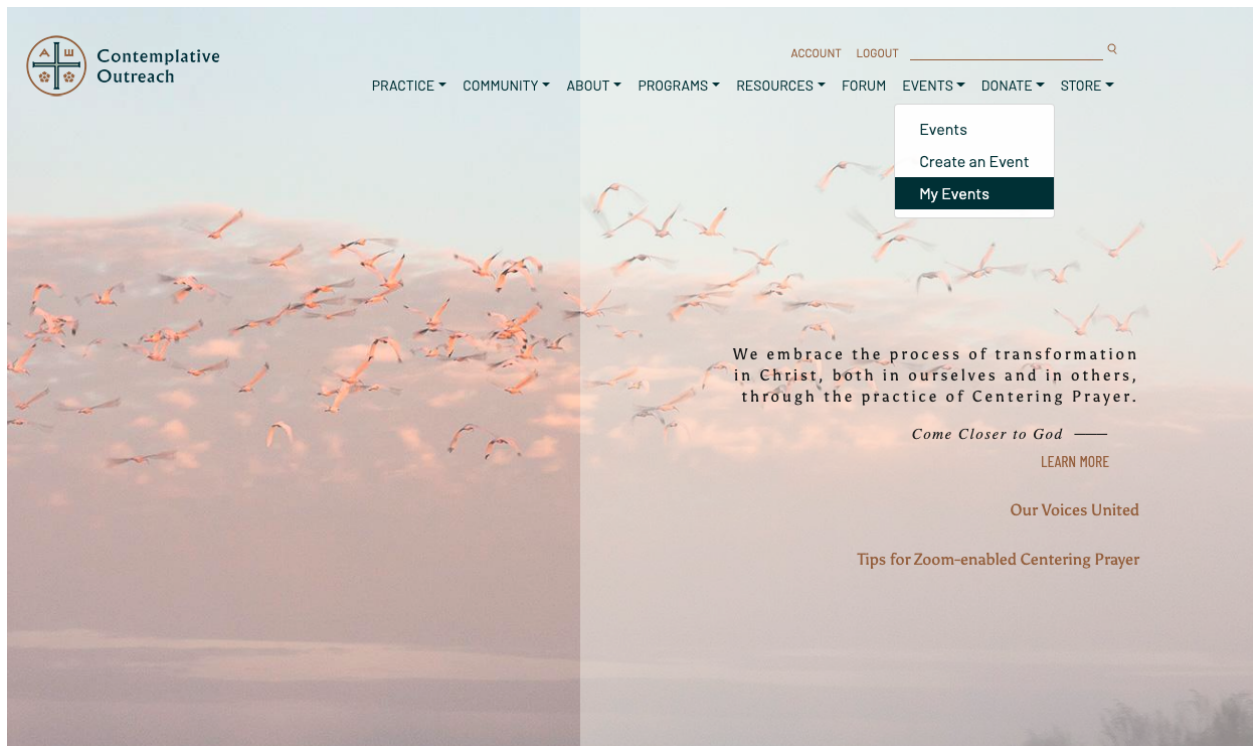
STATUS	TITLE	ORGANIZER	VENUE	CATEGORY	START DATE	END DATE
Published	Test Event View Edit	—	102312	Training	July 10 @ 8:00 am	July 10 @ 5:00 pm

[View My Events](#)

This indicates your event is now live on the calendar and ready for participants to sign up.

Step 4 (Optional) - Editing the Event

If at any time the event needs to be updated, that can be done in the **My Events** section:



Go to the event that needs to be updated and click **edit** below it:

My Events [ADD NEW](#)

[UPCOMING EVENTS](#) [PAST EVENTS](#) [DISPLAY OPTION ▼](#)

STATUS	TITLE	ORGANIZER	VENUE	CATEGORY	START DATE	END DATE
✓	Test Event View Edit	—	102312	Training	July 10 @ 8:00 am	July 10 @ 5:00 pm

[View My Events](#)

This will take you to a form that will allow the event details to be **edited**:



Edit Event VIEW YOUR SUBMITTED EVENTS

EVENT TITLE: *(required)*

Test Event

EVENT DESCRIPTION: *(required)*

Test Event

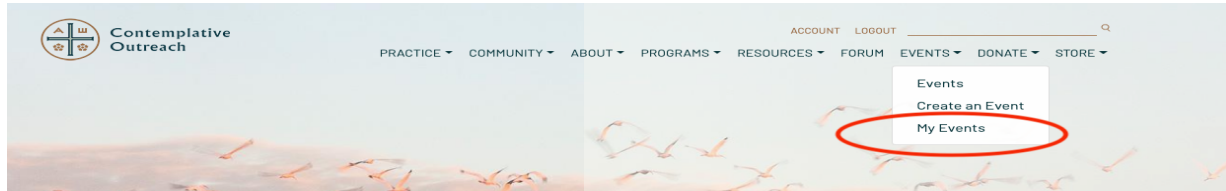
EVENT TIME & DATE

When finished editing the event, at the bottom, click the **Update Event** button:

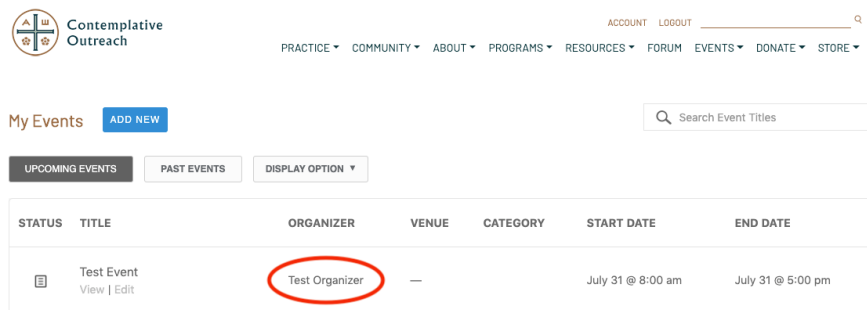
[View My Events](#)

Updating an Organizer's Information

Step 1 – If an organizer has incorrect information or information that needs to be updated, go to the event in the “My Events” section:



Step 2 – Now click on the Organizer for the event you want to update:



Step 3 – Input the updated information and click “Update Organizer” at the bottom:

