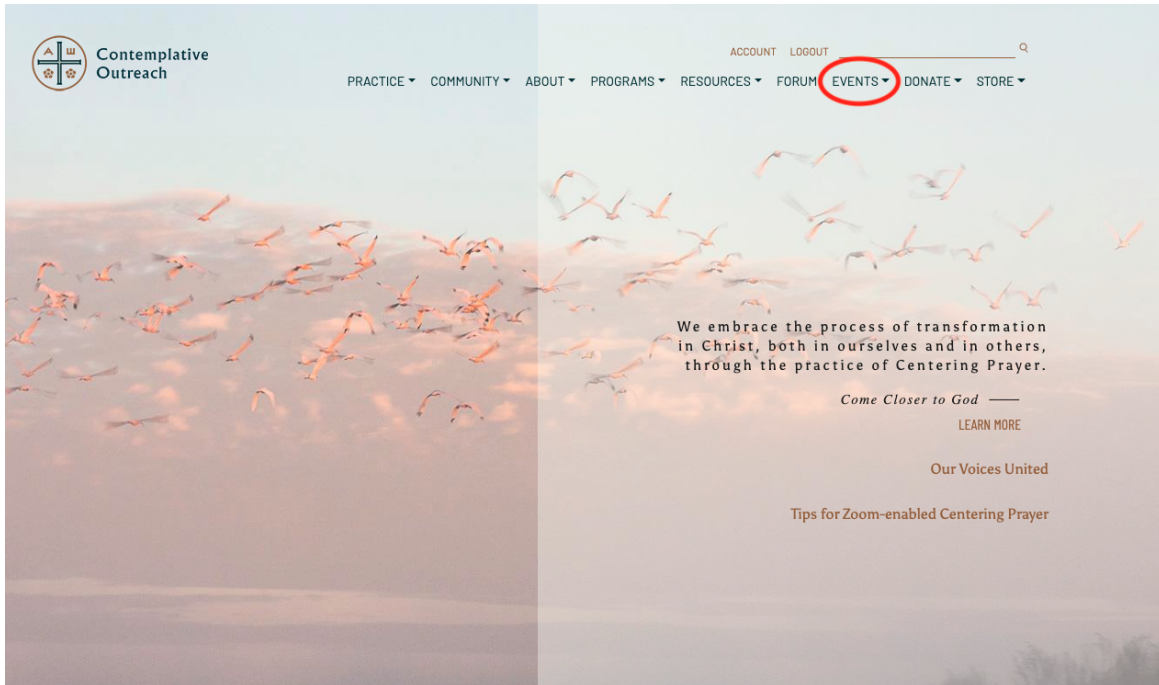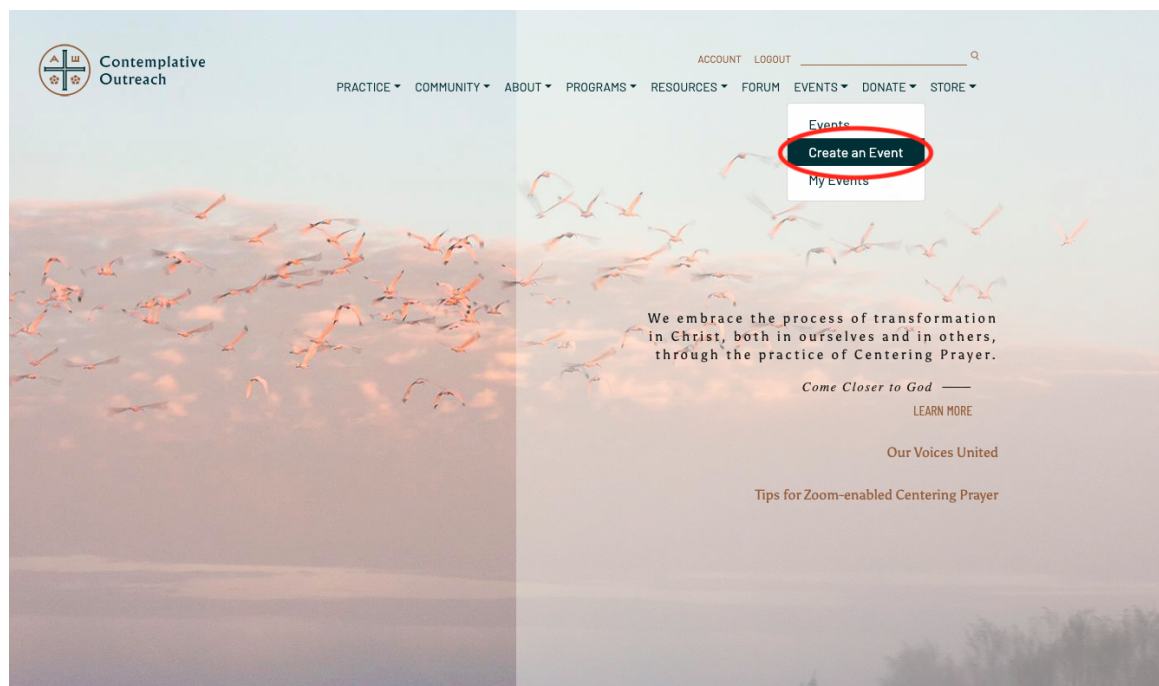# Submitting a New Event

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

Step 1 - Navigate to the New Events form

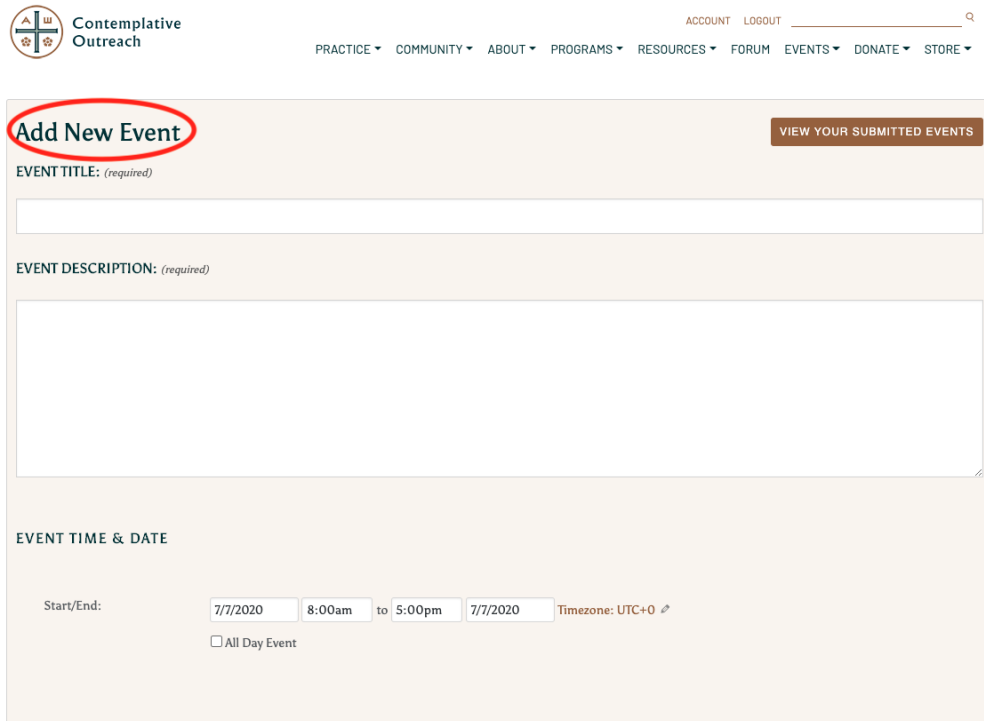In the upper navigation bar, click **Events**:

Now click on **Create an Event**:

Step 2 - Create the event

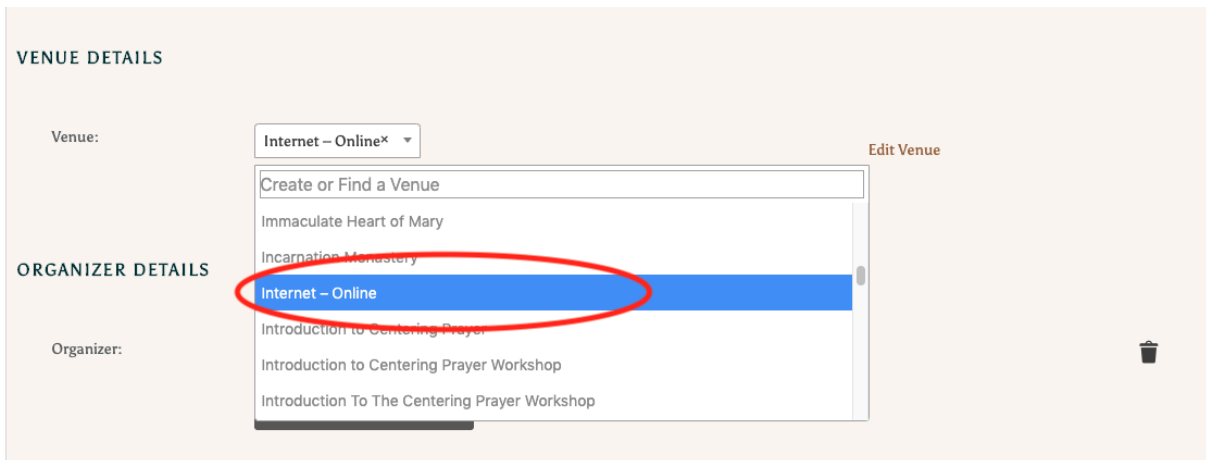Fill out the desired fields on the form to create your event:

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

NOTE: **Online Events still require a Venue**. When submitting an Online Event, please select **Internet - Online** in the **Venue** field:
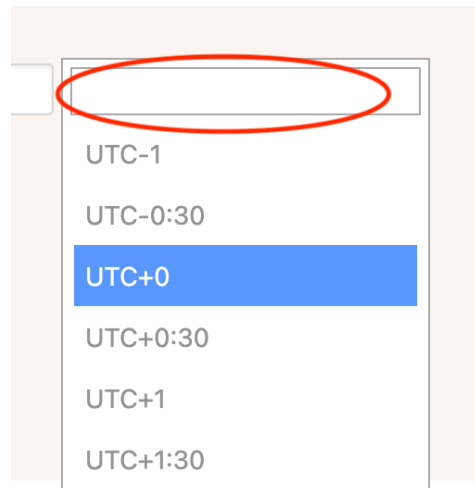
NOTE: **Please make sure to include timezone.** On the right, there is a section to select the time zone of the event (it starts at UTC+O which is a code time):

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:

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

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

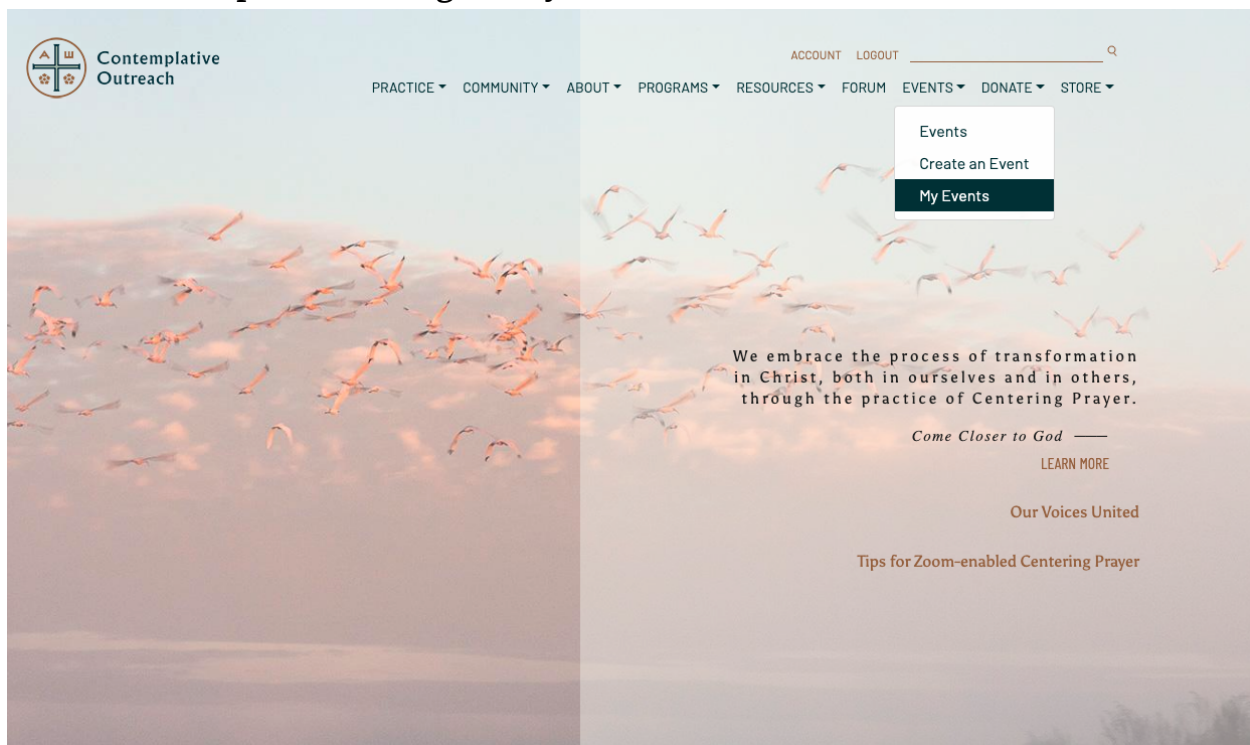## Step 3 – Wait for confirmation on the event

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:

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

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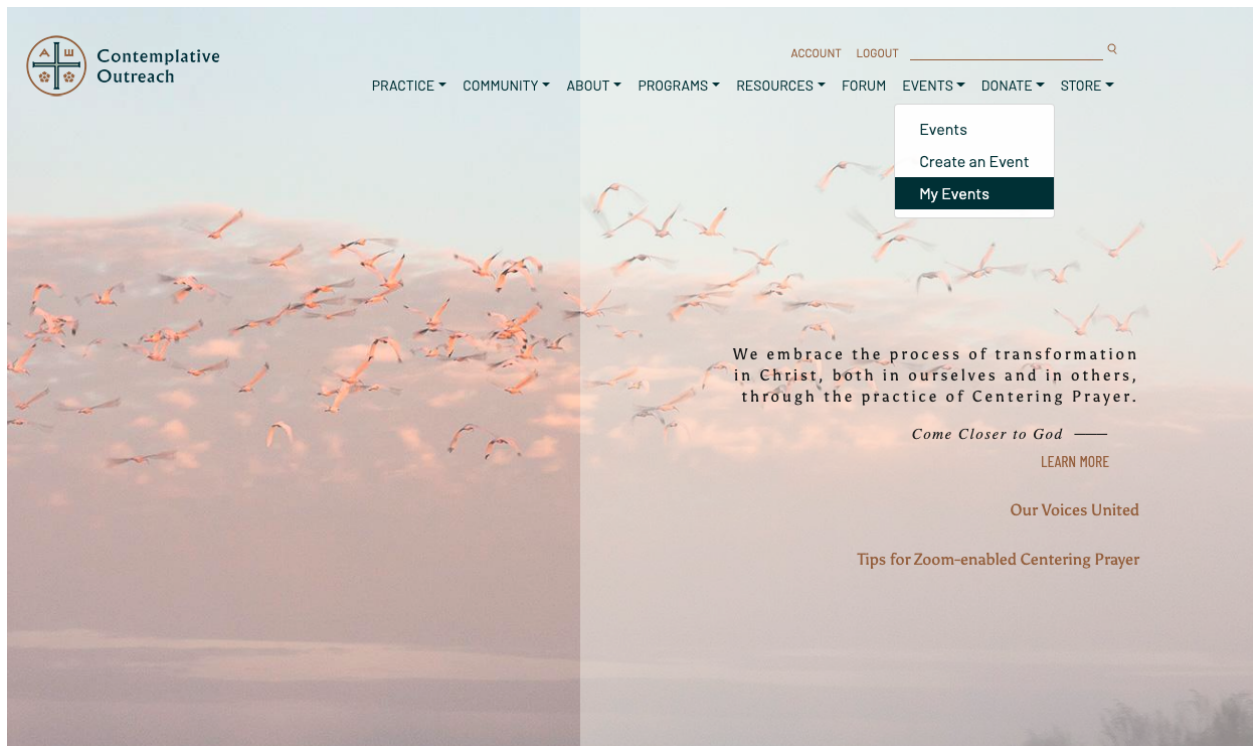
Go to the event that needs to be updated and click **edit** below it:

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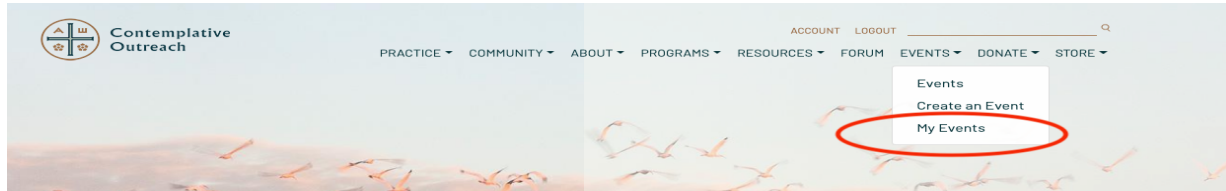

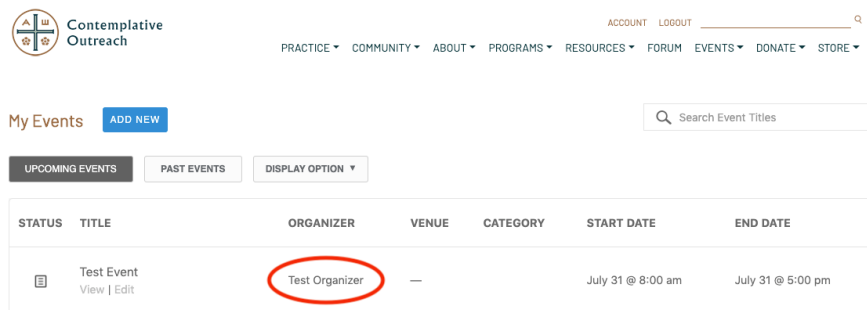When finished editing the event, at the bottom, click the **Update Event** button:

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: