Login to your account: Members/Login

Click on the Events Tab and scroll down to List of Events

Click on Add New Event

Event Title: Enter the title of you event

Start Date: Click and scroll to find your start date, then select it.

End Date: If the End Date is the same date as the Start Date, then use the same instructions above. If your end date is sometime in the future, do not insert a date but explain your classes or courses in the description field below.

Link to External Event Page: Insert the URL of the page you want want your participants to go to or you may insert a ZOOM link.

Place, Location, and Event Address: Insert information you want your participants to go to if you have a face-to-face event.

Click or Drop File Here to Upload Image: You may upload an image for your event if you so choose.

Click here to edit the description and details of your event: Enter the detailed description of your event. You may create registration links if you desire.

Be sure to click on Save and Continue to save your event.

The Website Admin will be contacted to activate your event. Once activated, it will be posted on the Events and Calendar pages.