Submitting Events

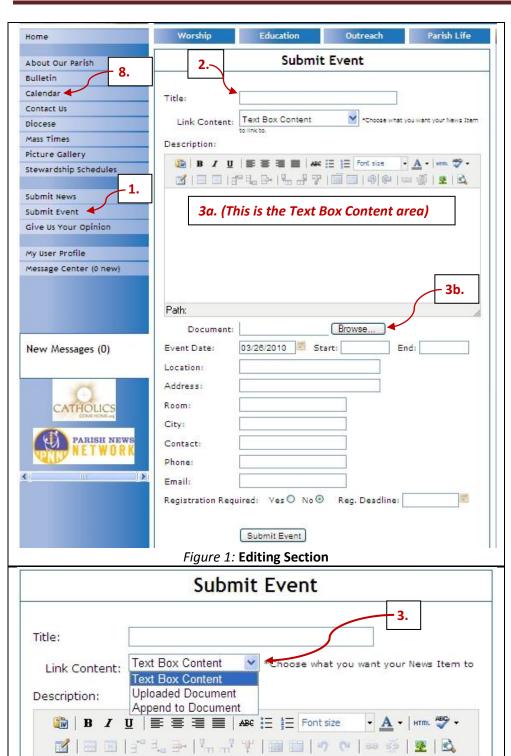*Figure 1:* **Editing Section**

Figure 2: **Link Content**

To submit an item for the parish section under submit Event and calendar section.

1.) Click on submit Event on the left side of the web page. (Figure1) The Submit Event section appears.

2.) Type in a title for your article in the title box. *(Figure 1)*

3.) Click on the arrow on right side of the Link Content box. *(Figure 2)* Choose where you want the article to come from. The text box content is the section just below called *Description (3a. Figure 1)*. Here you can type in your article and use the tool bar to help out with effects. If you choose <u>uploaded document</u> you'll need to upload the document using the Document box just below the text box. *(3b Figure 1)* A PDF file works best. Click on Browse and go to the file you want, and choose it.

4.) Enter the Event Date. You may click on the box on the right side of this area, a calendar will appear, go to the date you wish and click on it. The date will appear in this area box.

5.) Fill in Start and End Times. *[Example: Start 8:00am End 8:00pm]*

6.) Fill in the Location of the Event.

7.) The other areas are optional. Fill in if desired. Fill in Registration Deadline the same as you did for Event Date.

8.) Click submit. The article will be sent in for approval by an administrator. When approved, it will appear on the website in the events section and in the calendar section [the link for the calendar is on the left side of the web page.] (Figure 1)