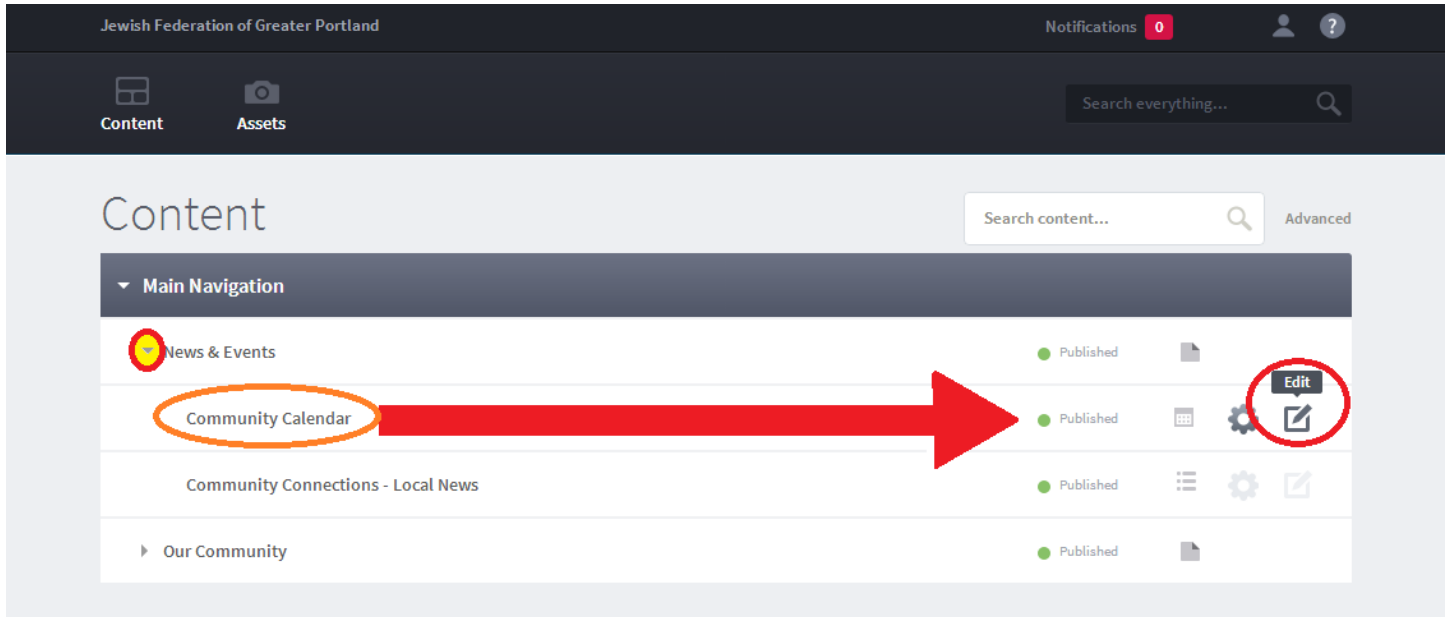
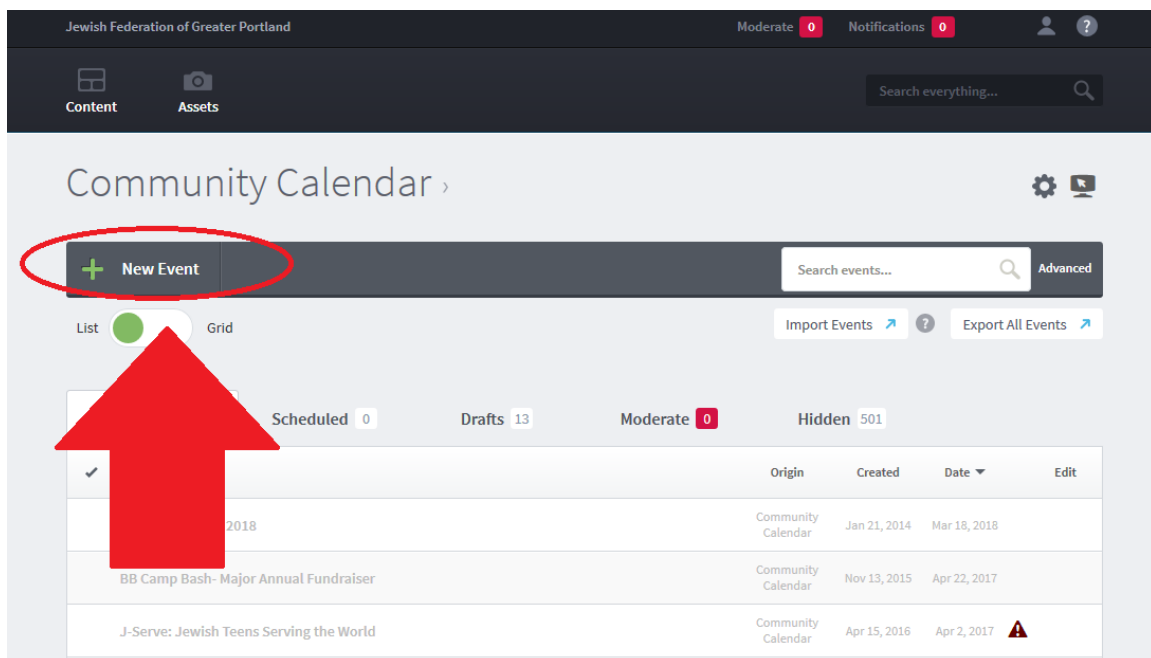


Submitting an event to the *Community Calendar*

1. Go to <https://www.fedwebpreview.org/>
2. Enter your email address and password to login.
3. You will be taken to the main navigation page - see screenshot below.
4. Click on the arrow beside **News and Events** (in yellow below) to see the subsections.
Then, next to **Community Calendar**, click on the **Edit** icon on the right-hand side (circled in red).



5. You will then be on the **Community Calendar** page.
To add your event, click on **New Event** (circled in red below).



6. You are now at the **New Event** page where you will enter your event details...
7. First enter the *Title* of your event in **box 1**.
8. The next box **URL Title**, does not need to be filled-in; it will automatically fill based on the *Title* you entered in box 1.
9. Under **What calendars should this event appear on? (2 below)**, make sure *Community Calendar* is checked. Check next to *Young Families* if your event is targeted for younger children, 12 and under.
10. You will then enter the start and end date/time in the boxes marked **Start Date** and **End Date (3 below)**. You can use the calendar (**in yellow below**) to select the date and time of day.
Note: the End Date and time must be included (estimations are fine).

The screenshot shows the 'New Event' form with the following elements:

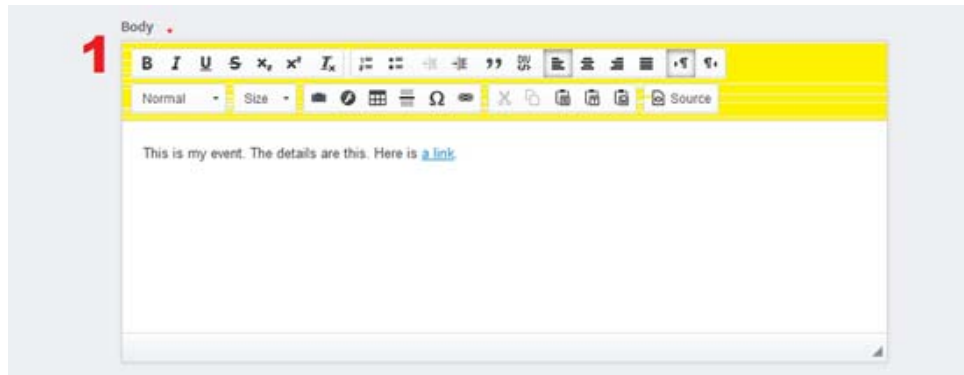
- Step 1:** A text box labeled 'Title' with a red '1' next to it.
- Step 2:** A section titled 'What calendars should this event appear on?' with a checked box for 'Community Calendar' and a red '2' next to it.
- Step 3:** Two text boxes for 'Start Date' and 'End Date'. The 'Start Date' box has a red '3' next to it and a yellow calendar widget open below it. The 'End Date' box has a red circle around its placeholder text 'e.g. January 1, 2014 05:00 PM'.

11. **If you have an event that is recurring**, click the **green plus sign** underneath the date boxes, called **Recurrence Options** (circled below). Options will popup allowing you to select how often the event will repeat (**1 below**) and until what date it will repeat until (**2 below**).

The screenshot shows the 'Recurrence Options' section of the form with the following elements:

- Step 1:** A green plus sign icon labeled 'Recurrence Options' is circled in red. Below it, a dropdown menu is set to 'Every' with a red '1' next to it.
- Step 2:** A text box for 'Repeat Until' is set to 'October 4, 2014' with a red '2' next to it.

12. Continue to scroll down. Enter the description of your event in the **Body** box (**1 below**).
You will be able to format your text using the editor highlighted in **yellow**.



13. Now add **Contact** information...

If you are the contact, type your username in the box under **Use an Administrator (Control Panel User)** and your information will automatically fill in.

OR

If you want to enter someone else as the contact, fill in the blanks under **Use an Address Book Contact or Manually Enter Details**.

14. For **Location**...

You can search for Jewish organizations in our directory by typing a name under **Use a Listing from the Community Directory**. As you type, suggestions will pop-up.

OR

Enter the location manually by typing the address under **Use an Address Book Location or Manually Enter Details**.

15. Use the **Related Listing** box to enter the organization you are representing/the organizer of the event.

As you type, suggestions for organizations will pop-up (example below). *If you can't find your organization, please leave blank.*

A screenshot of a search box titled "Related Listing" with the subtitle "Search from your directory". The search input field contains the text "Jewish Federation of Greater Portland". Below the input field, a dropdown menu shows two suggestions: "Jewish Young Families Information" and "Jewish Federation of Greater Portland". The second suggestion is highlighted. To the right of the input field is a magnifying glass icon. Below the suggestions is a large empty text area.

16. Under **Sponsors**, type in any supporting organizations that you would like to recognize.

17. Continue to scroll down the page. You can now add a photo (1). Click on **Choose an Image** (circled below).

Sponsors

Jewish Federation of Greater Portland

1 Main Image

Choose an Image Asset Selected

Tags

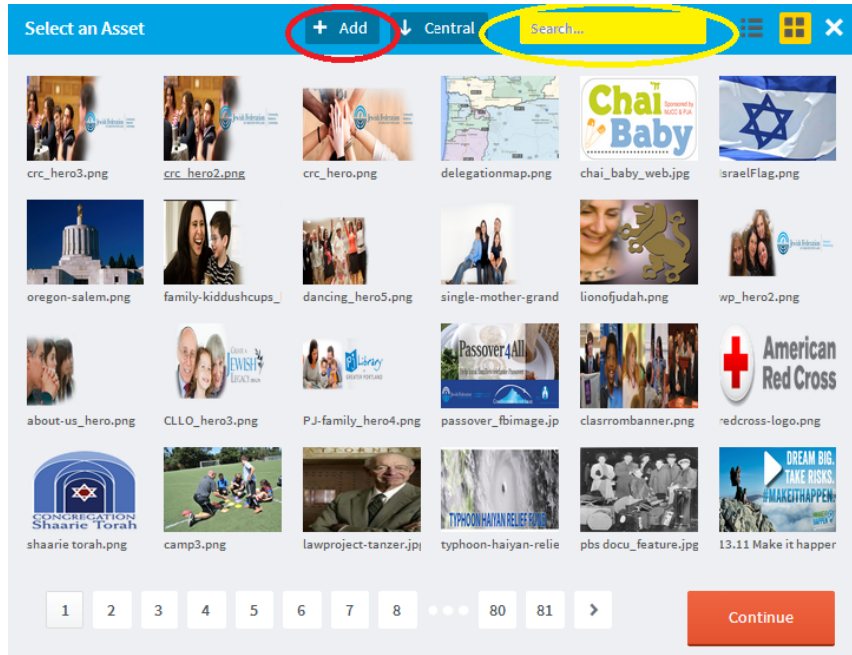
Tagging content allows you to easily generate topic-based pages, display related content and improve search results. ↗

Type a tag...

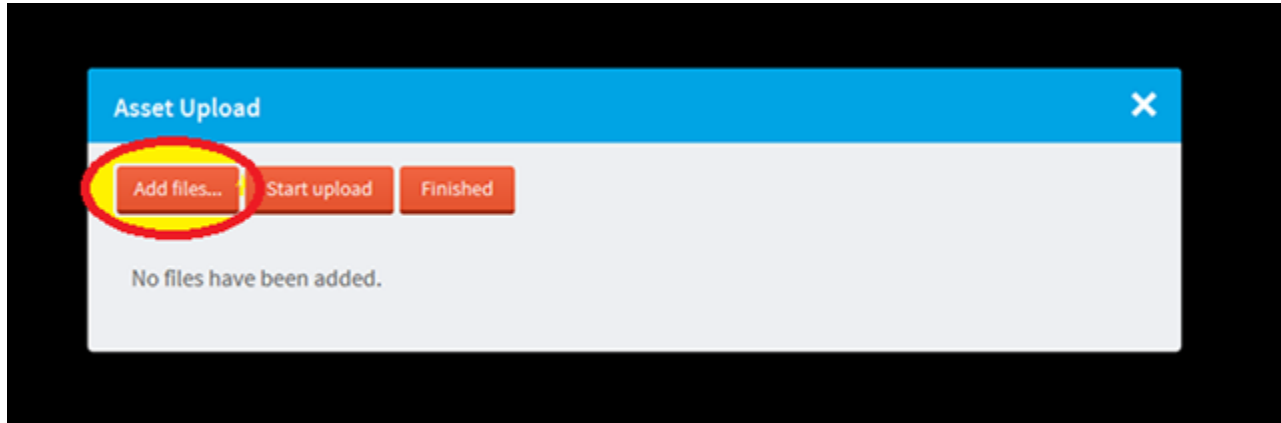
+ Social Options

Publish Now Save

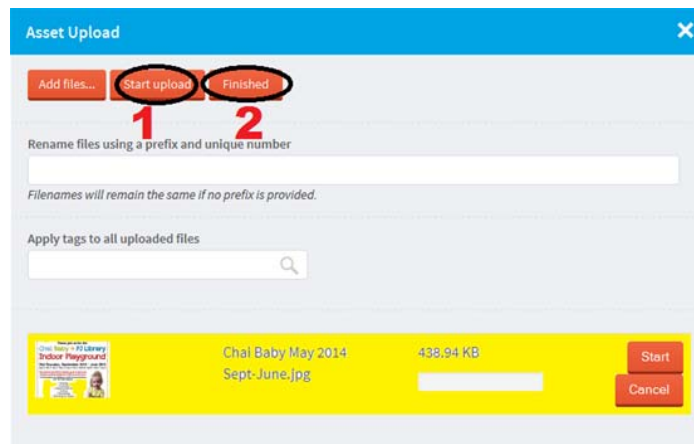
18. The window below will pop-up. To add a new photo, click on the **Add** button in the top navigation (circled in red).



19. The following screen will pop up. Click on **Add files...** (circled in red), find the picture file on your computer, and select it.

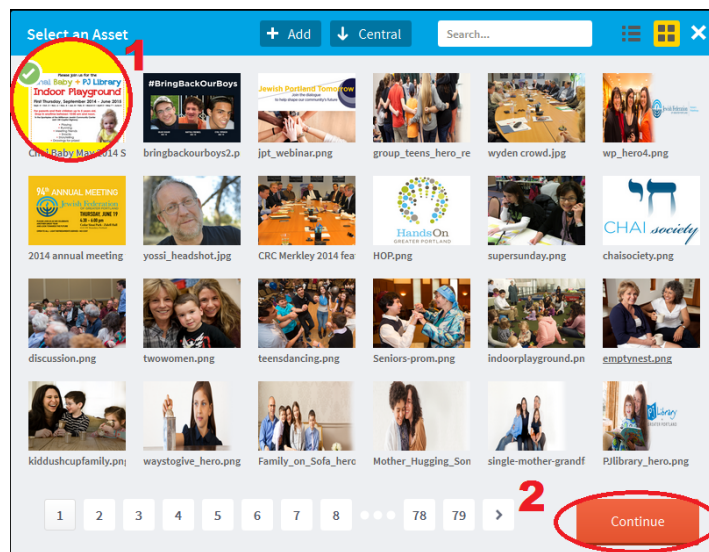


20. When you have selected your file, a preview of your photo will appear in the bottom of the screen (in yellow below). Select **Start upload**, and when the upload is completed, hit **Finished**.

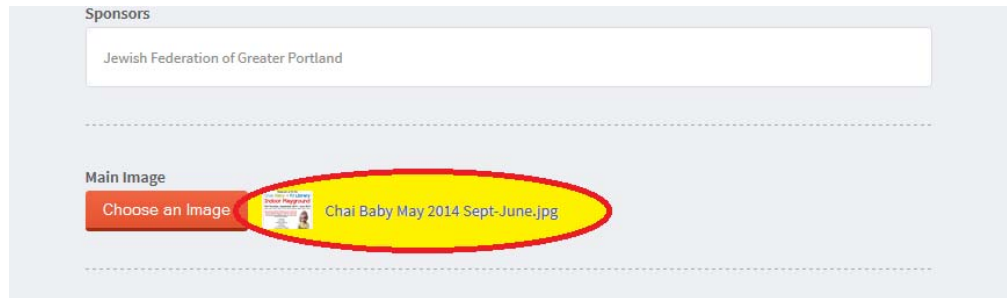


21. You will then be taken back to the **Select an Asset** screen where your newly uploaded picture will appear as the first photo (yellow below).

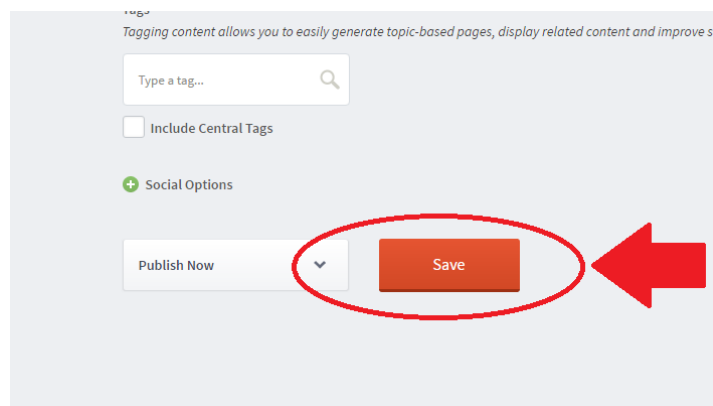
22. Click on your photo and select **Continue** in lower right corner (2).



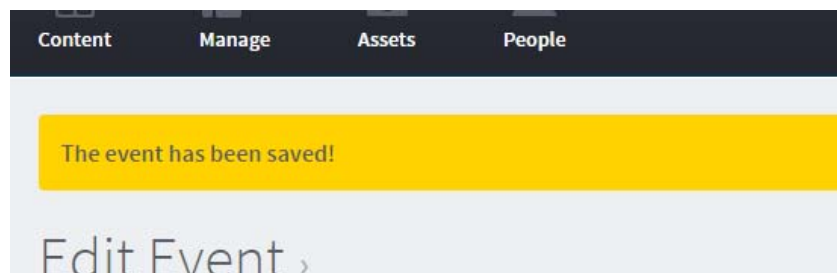
23. Once your photo is uploaded and selected, you will automatically be taken back to the event details. Your selected photo will now appear previewed on the screen as **highlighted below**.



24. Do not fill in the **Tags** section.
25. Now hit **Save** button at the bottom of the page to submit to the Jewish Federation for approval.



26. After hitting save, you will be taken back up to the top of the event page. You should see the following message at the top in orange:



- Once you hit save, we will receive an alert.
 - Once we have approved your post (within 1-2 working days), we will send you an email confirming that your event is live on the calendar and providing you with the link.
 - At that point, you can log back in and make changes to your event post as needed.
-

EXTRA OPTIONS

To Add Price or Registration Link:

1. Go to the menu bar on the left hand of the event screen and choose the second option **Cost/Registration** (in red).

Jewish Federation of Greater Portland FedCentral

Moderate 0 Notifications 0

Content Manage Assets People

The event has been saved!

Edit Event

- Event Details
- Cost/Registration**
- Settings
- Preview
- Conflicts (0)

Title: Newcomers Happy Hour & Walking Tour of Jewish Portland

URL Title: newcomers-happy-hour-walking-tour-of-jewish-portland

What calendars should this event appear on? This Site:

☐ Advocacy ☒ Boomers and Beyond ☐ Committee Meeting ☒ Commun

2. Under Registration Page Link, select **Choose a Link**.

Edit Event

- Event Details
- Cost/Registration**
- Settings
- Preview
- Conflicts (0)

Registration Page Link

Choose a Link No Link Selected

Is this a Paid Event? OFF

+ Social Options

Publish Now

☐ Re-Publish this Entry to the RSS Feed

3. On the following popup, select **Link to External URL** (red). Enter your registration link under **What are you linking to?** (orange). Select **Continue** at the bottom of the pop-up (in green).

Add a Link

What type of link would you like to create?

☐ Link to Existing Content ☒ **Link to External URL**

What are you linking to?

http:// **Enter link here**

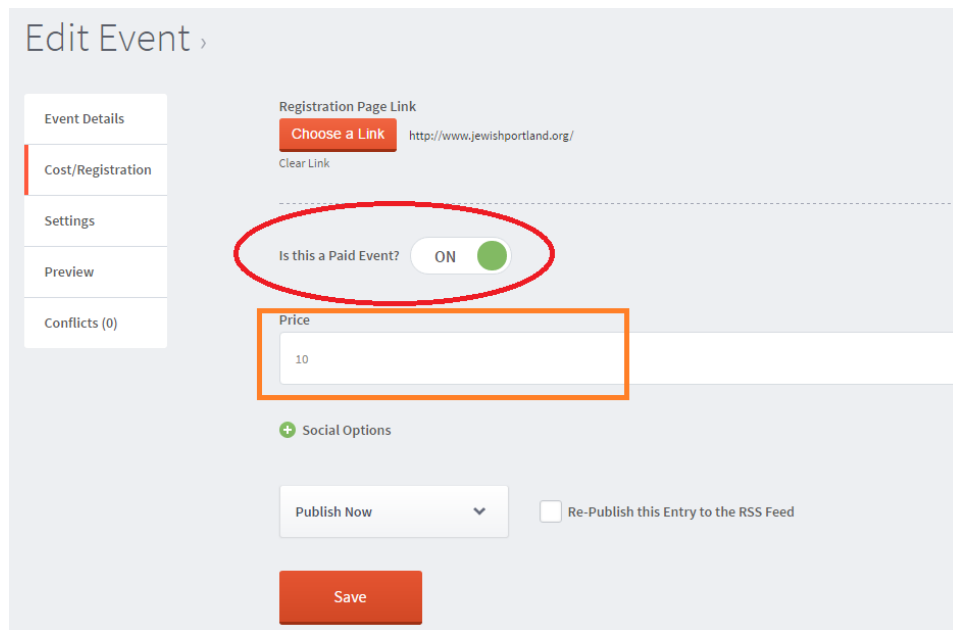
Open in a new window: ☒

Continue

4. Taken back to the main page, you can add the price of a ticket.

Please note: This box will only accept one price.

If you have multiple ticket prices, please include them in the main Body description of your event, not here.



Edit Event ›

Event Details

Cost/Registration

Settings

Preview

Conflicts (0)

Registration Page Link

Choose a Link <http://www.jewishportland.org/>

Clear Link

Is this a Paid Event? ON

Price

10

+ Social Options

Publish Now ▼

☐ Re-Publish this Entry to the RSS Feed

Save

5. First click the **Is this a Paid Event?** option to **ON** (in red above).

Then enter the **Price** (orange box).

Click **Save** at the bottom of the page.

Once you hit save, we will receive an alert.

Once we have approved your post (within 1-2 working days), we will send you an email confirming that your event is live on the calendar and providing you with the link.

At that point, you can log back in and make changes to your event post as needed.