

Jewish Federation: Enewsletter & Community Calendar Instructions

PLEASE NOTE: Before posting anything to the Community Calendar, check the date and make sure there will not be a conflict with another event.

- Go to www.fedwebpreview.org and log in. (It may prompt you to reset your password.)
- YOU WILL CLICK ON THE LITTLE TINY ARROWS NEXT TO THE TITLES TO MAKE THE DROPDOWN LISTS APPEAR. Click the arrow next to “Events” and you will see “Community Calendar.” If you have your own profile below, find it. If you don’t, go to the end of that line and click on the last icon, which looks like a pencil. It will say “Edit” when you hover over it.
- Click “New Event.” The form is mostly self-explanatory. Fill in all the fields with a red asterisk.
(Important: Please put the name or abbreviated name of your organization BEFORE the event name in the first Title Field, e.g. JFed - Newcomer Nosh, Menorah Manor - Volunteer Luncheon)
- When you click on the start date, a calendar will pop up. Select date and time for the start date. You must select a time after the date if you wish to include, or you can opt to not include times.
- In the “Body” box, you have options for text, links, images, ads, etc.
(Important: Do NOT use the “Main Image” button. If you do, the photo comes up small and cannot be clicked to enlarge. So instead, in the “Body” box, click the **CAMERA symbol just to the right of font “Size.” You can add an image in JPG format that will show up clearly and larger.)**
- Contact and location are required. If your name and location do not show up in the search, you must enter them manually. To do so, click the plus signs. Fields with a red asterisk are required.
- **NEW:** Beginning March 14, 2019, our Enewsletter will ONLY BE PROMOTING EVENTS COMING UP IN THE NEXT 2 WEEKS. Ongoing events will be considered. In addition, in order to encourage all community organizations to keep their events up-to-date on the Community Calendar, **WE WILL ONLY BE ADDING IMAGES TO ENEWS THAT ARE CORRECTLY POSTED ON THE COMMUNITY CALENDAR.**
- Add “Tags” for your event. This will help with visibility for your events as we are adding a “Search by Category” section to our website under “Events.” A complete list of options to use as tags is on the next page. We recommend selecting approximately 3 tags.
- Don’t forget to click the “Save” button at the bottom.

Please call or email the Federation office if you need assistance:

Main # 727-530-3223

Email info@jewishgulfcoast.org



List of Tags for the Jewish Federation Community Calendar

- Open to All
- Free
- Closed

- Women
- Men
- Children
- Young Adults
- Young Families

- Camp
- Celebration
- Community Service
- Conference
- Cultural
- Discussion
- Fundraiser
- Holiday
- In Residence
- Interfaith
- Lecture
- Meeting
- Mission
- PJ Library
- Recreation
- Social
- Torah Study
- Wellness
- Women's Philanthropy
- Workshop

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Jewish Federation
of Florida's Gulf Coast

