

## Entering Events in the Calendar

You are now able to enter events in the calendar. They will be submitted for approval and then published when approved.

After logging in you will see an area in the *left column* called Management. You will use these links to add and update events and locations. These are:

Create Event  
Create Content  
Create Location  
View Locations  
Leadership Resources

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You may also view your content so that you may edit your own events *after they have been approved*. Click "**My content**" under your username.

### Step One: Event Location:

The system will store your event location; we recommend that you check to see if it is present prior to entering the event. Many locations are already added. To search for your location, click View Locations. You may search by state/province. Click Apply. You may also reorder the list by clicking on the column headings. If your location is not present, then click Create Location in the left column. Enter complete information including street, city, state (if applicable), postal code, and country. Phone and fax numbers are optional.

### Step Two: Chapter Event:

- To enter your event click Create Chapter Event in the Management category in the left column.
- Choose an appropriate Event Title
- Select the Date the event begins
- Indicate the number of days for the event in whole numbers
- Select the region, if you are unsure you can view the [U.S. Contacts](#) map, or select International if appropriate.
- Location: start typing your location, the field will auto-fill the location as you type, you may need to wait a second for it to fill in.
- In the Description area, enter details about your event such as purpose, event description, cost, and start times. Beginning and end dates are beneficial if the event spans more than one day. Standard event descriptions can be found on the website, click [Overview of Contemplative Outreach Programs](#).
- Next, select an event Type and Category. This helps to better display your event in the calendar. **Important:** In the Category field also select if this is a Workshop, Retreat, or Training (use Ctrl+click to select more than one category). This will place you event on the Workshop, Retreat, or Training pages when it is available.
- Add the contact information.
- When finished, click Save.

**Editing:** You can edit your event by finding it in the calendar *after it is approved and published*. When you view the event you will have a link on the top tab to edit it.

If you need further assistance contact [Pamela@coutreach.org](mailto:Pamela@coutreach.org).

