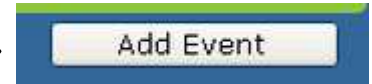
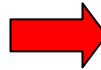




# How to Post an Event

1. Select "Add Event" icon (located at bottom of calendar)
2. Fill in event information on "Add Event Form"



**\*Note: Please do not select the "add an image to your event" when filling out form**



3. You will have an option to add reoccurring events. Selecting the "By Day of Week" option allows you to be more specific (example: 1<sup>st</sup> Tuesday of every month, etc).



4. You will also have an option to schedule a reminder email by pasting your email list in the form.

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5. Click the "Save" icon when you are finished entering your event information. An email notification will automatically be sent to My Local Network and your event will be published within 24 hours.

