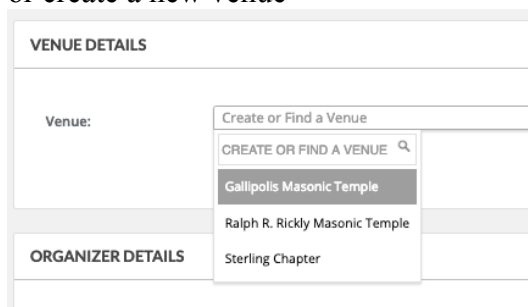


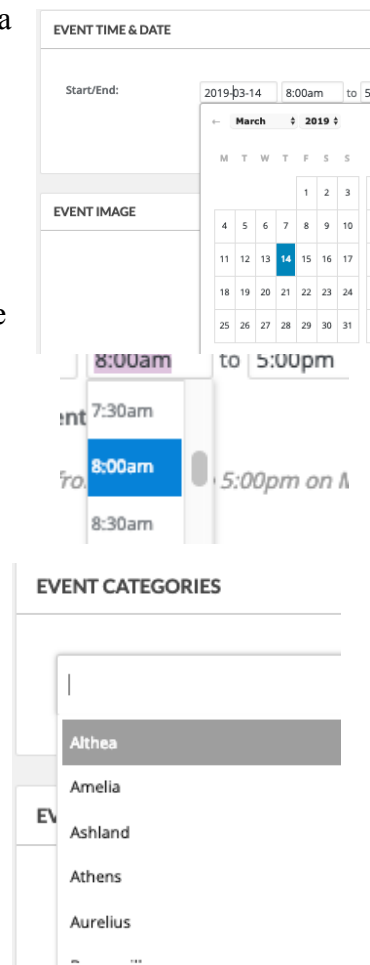
How chapters can add events to Ohio Grand Website

Important: If this is your first event you enter, please contact Nancy Williams* (oes.ohio.education@gmail.com) at the Ohio Grand Chapter to request that she adds you as an Event Organizer. Your email and phone number will be needed.

1. Go to Resources page
2. Click “add an event” button
3. Type in the event title. Keep title 7 words and under. If a WGM or WGP will be attending include – WGM or – WGP after the title (i.e., Scholarship Fundraiser – WGM). Type chapter name as first word in Event Title.
4. To select the date, click in the date box for the calendar picker to display. Click the numeric date to select.
5. To change the time, click the start time box and select the start time. OR you can double left click in the time box and change the time there by typing.
6. Click Event Categories to select your chapter name. OR you can start typing your chapter name in the box and click to select it.
7. Click the Venue box. Select one of the existing venues or create a new venue



The screenshot shows the 'VENUE DETAILS' section of a form. It includes a 'Venue:' label and a search box with the text 'Create or Find a Venue'. A dropdown menu is open, listing several venues: 'Gallipolis Masonic Temple', 'Ralph R. Rickly Masonic Temple', and 'Sterling Chapter'. Below this, the 'ORGANIZER DETAILS' section shows 'Sterling Chapter' selected.



The screenshot shows two sections of the form. The top section is 'EVENT TIME & DATE', which includes a 'Start/End:' field with a calendar picker for March 2019. The date '14' is selected. Below the calendar is a time selection interface with a slider and buttons for '8:00am' and '5:00pm'. The bottom section is 'EVENT CATEGORIES', which shows a list of chapter names: 'Althea', 'Amelia', 'Ashland', 'Athens', and 'Aurelius'.

8. Type in the venue details (see next page)

VENUE DETAILS

Venue:

Address:

City:

Country:

State or Province:

Postal Code:

Phone:

Website:

9. You can select an optional event tag from the drop down menu.
10. Organizers can be added by Ohio Grand.* Click to select your chapter's organizer name.
11. If there is an event website or cost, enter that information. Then click the blue Submit Event button.
12. This event will be submitted to Ohio Grand for approval.

If you have any questions, contact Nancy Williams:
oes.ohio.education@gmail.com

EVENT TAGS

- Anniversary
- Cancer Research
- Charities
- Dyslexia Centers
- ESTARL