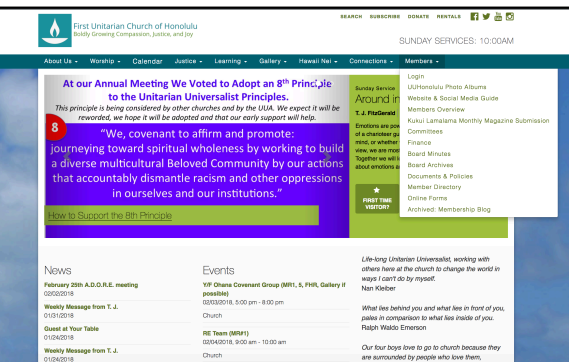
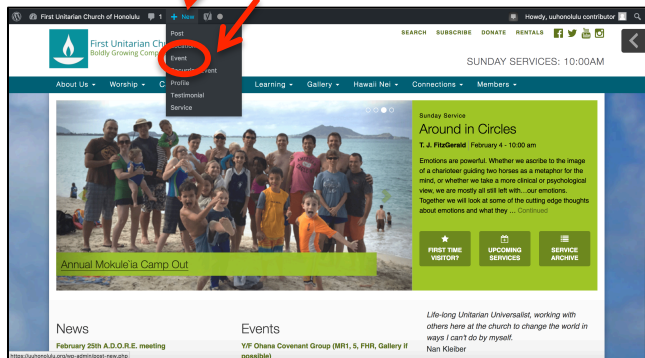


1 Log in at the website.



2 Click the “+ New” on the top menu and choose “Event” from the drop down



3 Enter Event Title. If Event is at our church, Type the desired Room in Parentheses after the Title (so the room will show up in our Calendar)

4 “When” Enter Event Date (or Date range) and enter the start and end times.

Add New Event

HJC Workshop and Screening "Out of State" (Sanctuary)

Permalink: <https://uuhonolulu.org/events/hawaii-justice-c---state-sanctuary/> Edit

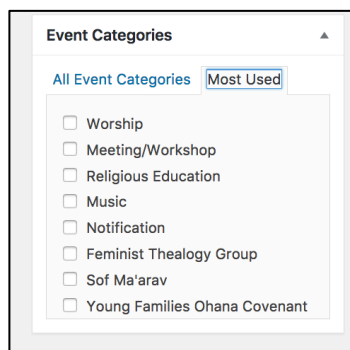
Add Media Add Form Add Contact Form

Paragraph B I [List Icons] [Quote Icon] [Link Icon] [Image Icon] [Table Icon] [Form Icon] Visual Text

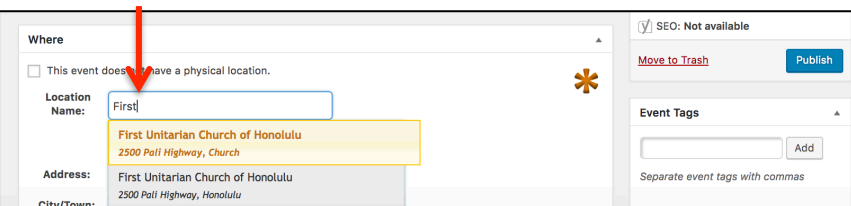
5 Describe your Event here –who is sponsoring, what will be offered, who is speaking, etc.

Add an image if possible. Click Add Media, upload image, then click insert image.

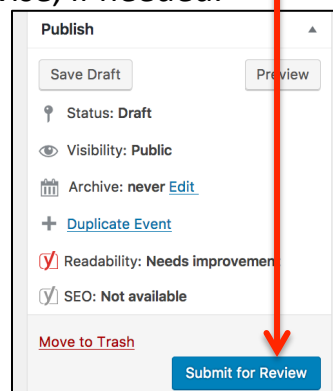
6 Choose relevant Event Categories such as “Meeting Workshop” and “Justice”. Click “All Event Categories” for more choices.



7 At the bottom left, “Where” Enter the Location Name: Type “First” and the name and address of the church will auto-fill.



8 Go to “Publish” Click “Submit for Review” This will send it to the church admin who will PUBLISH IT or contact you to revise, if needed.



Important Note! Your event shows up on the calendar on its date, in the newsletter event column chronologically (farthest into the future at the bottom), and on the homepage in the same order. To let folks plan and spread the word, copy your info and Post a News item also – to appear at the top of the News column alerting folks in advance of the event. You can post multiple News items as you draw close.