

If you need further assistance after reviewing these steps, please contact administrator@talkingthewalk.net

Preliminary:

Member Sign-Up: If you are not already a member of the ACC Assemblies Community Network and you wish to post an event to our calendar, you first need to sign-up:

<http://acn.americancatholiccouncil.org/main/authorization/signUp?>

Accessing the Calendar Event Posting Page: Look for the “Calendar of Events” on the home page of the Assemblies Community Network. You will see a summary listing of several upcoming events. At the bottom of that listing, click “**Add an Event.**” Alternately, you can go directly to the page by clicking the following link:

<http://acn.americancatholiccouncil.org/events/event/new?cancelTarget=http%3A%2F%2Facn.americancatholiccouncil.org%2F>

Once you are at the Event Posting Screen, follow these steps:

Items in RED are REQUIRED.

At any time, you can come back to your posting to update/edit it.

1. Name: Enter Title for Event, i.e. “CTA Regional Meeting,” “North Carolina Listening Session,” etc.

2. Event Image: This is optional, as there is a default setting that will automatically pull up our “event” avatar, which is an image of the Holy Spirit descending upon a group of individuals. You can replace that by clicking on the camera icon and uploading your organization’s logo or other graphic that may be appropriate for your event;

3. Description: This is an open text box with several “rich text” options across the horizontal toolbar above the text box. Simply type your information. You can type just a sentence or several paragraphs. You can also add links to supporting information, for instance, your organization’s website. You can also drop in images if you like.

4. Event Type: Enter a word or phrase that categorizes your event. If you enter a phrase (more than one word), you will need to enclose it in “parentheses.” We recommend that you choose from among the following Event Types, though you can make up new ones:

Retreat	“Listening Session”
Workshop	“Listening Session Follow-up”
Conference	“House Gathering”
“Demonstration Public Action”	“Small Christian Community”
“Lay Synod or Assembly”	“General Meeting”
“Planning Session”	“Special Event”

You can enter several event types if applicable to your event, but you will need to place a comma at the end of each one. *For instance:* retreat, “Small Christian Community”, etc.

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5. Starting/Ending Date & Times: Enter this information using the drop down options; your event must include this information. If you are uncertain, post an approximation. You can always come back at a later time to update this information.

6. Location: Enter the CITY and State where your event takes place, such as "Cleveland, Ohio" so your event will show up in area search results; the location will appear on the summary listing on the main page of the *Assemblies Community Network*, along with the Title and Date(s) of your event. All the other details will be seen when folks click on the title of your event.

7. Facility/Address: Add the physical Street Address where the event takes place, i.e. "212 Main Street"; preface that with name of facility if applicable, for instance: "St. Peter's Catholic Church, 212 Main Street," or "Ave Maria Retreat Center, 3842 Ramona Ave.", "Sheraton Hotel, 9470 Central Ave.", etc.

8. City/State: Enter the remaining portion of the physical address where the event takes place, i.e. "Madison, Wisconsin"

9. Website or Map: You can copy and paste the link to a website that provides additional information, for instance, the fuller description of your event on your organization's website or the website of the venue if it has one; alternately, you can provide directions to the venue by entering the link to the Google Map showing the location of your event.

10. Phone: Enter the phone number of the contact person for this event;

11. Organized By: This defaults to your name, but you can delete that and enter the name of the Sponsoring Organization or name of contact person or coordinator for this event if other than yourself.

VERY IMPORTANT:

12. Event Setting (Upper Right Column): Be certain to select the PUBLIC "bullet" and then immediately below that shadowed box, check the box that says "***You must check here to Disable RSVP***" as the system is not set up to manage registrations for your event. Ignore the other boxes that may appear.

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