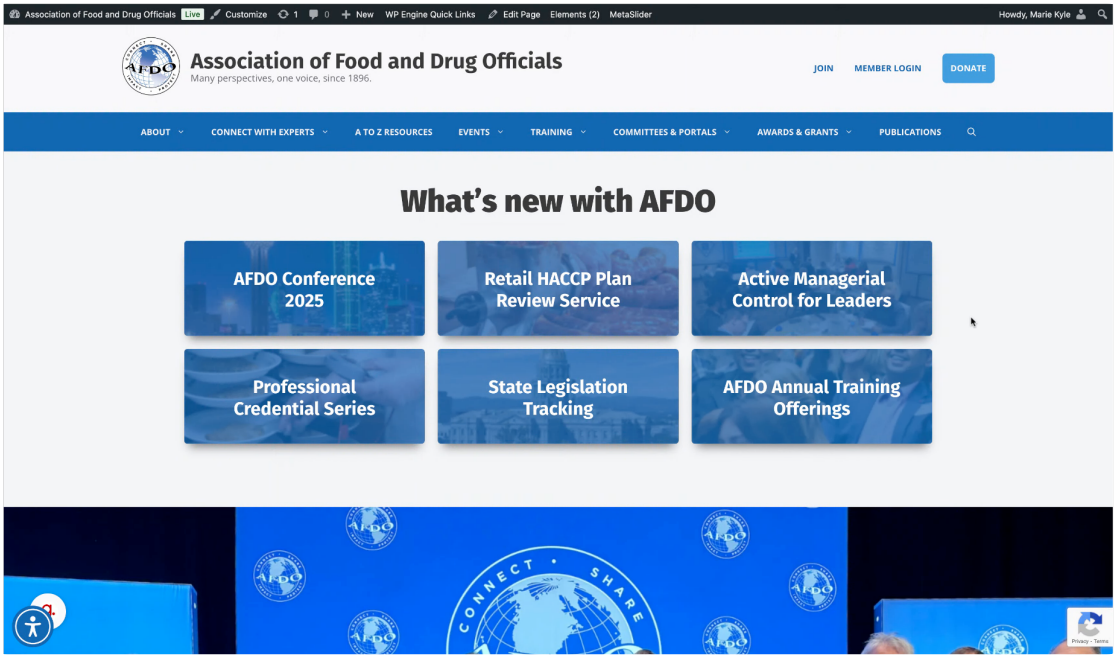
# HOW TO: Add an event from afdo.org

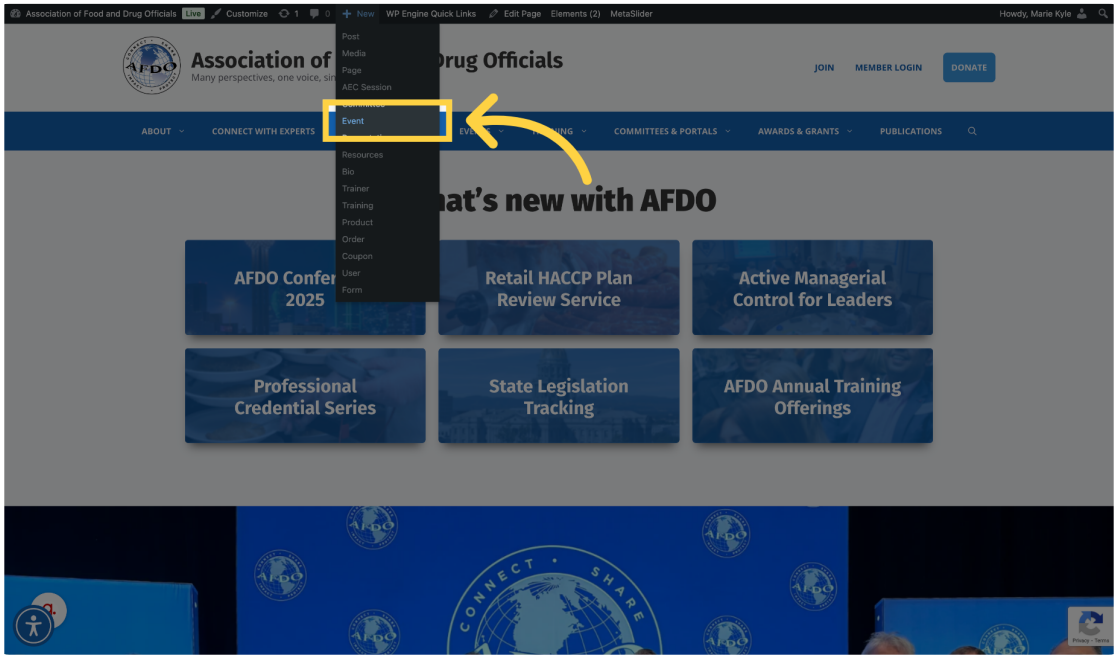
## 01 Navigate to admin bar

Once logged in, navigate to the admin bar at the top of the screen, then hover over the word "NEW"



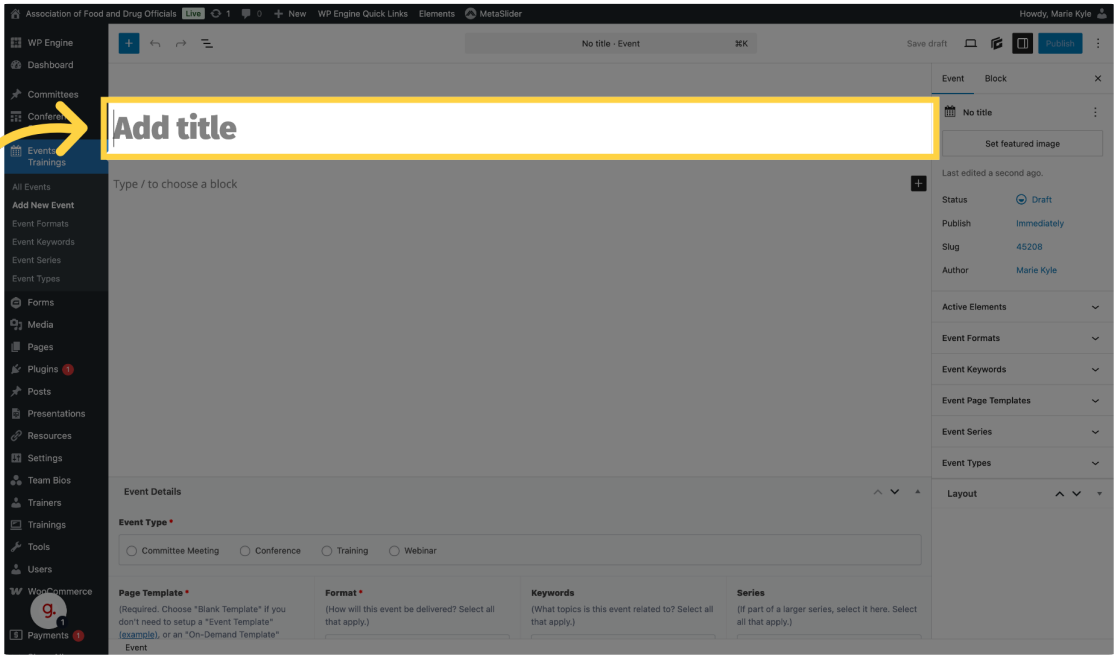
## 02 Create event from admin bar

Select "EVENT" from the dropdown to create a new event.



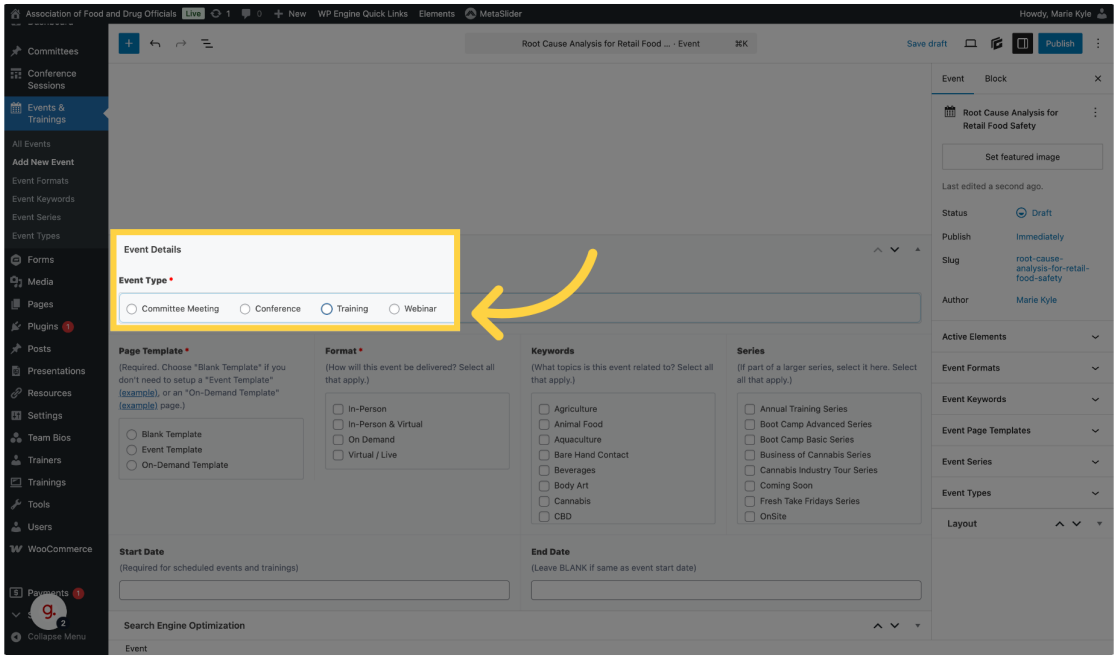
## 03 Add event title

You'll then be taken to the event editor. First, add your event title at the top of the page.



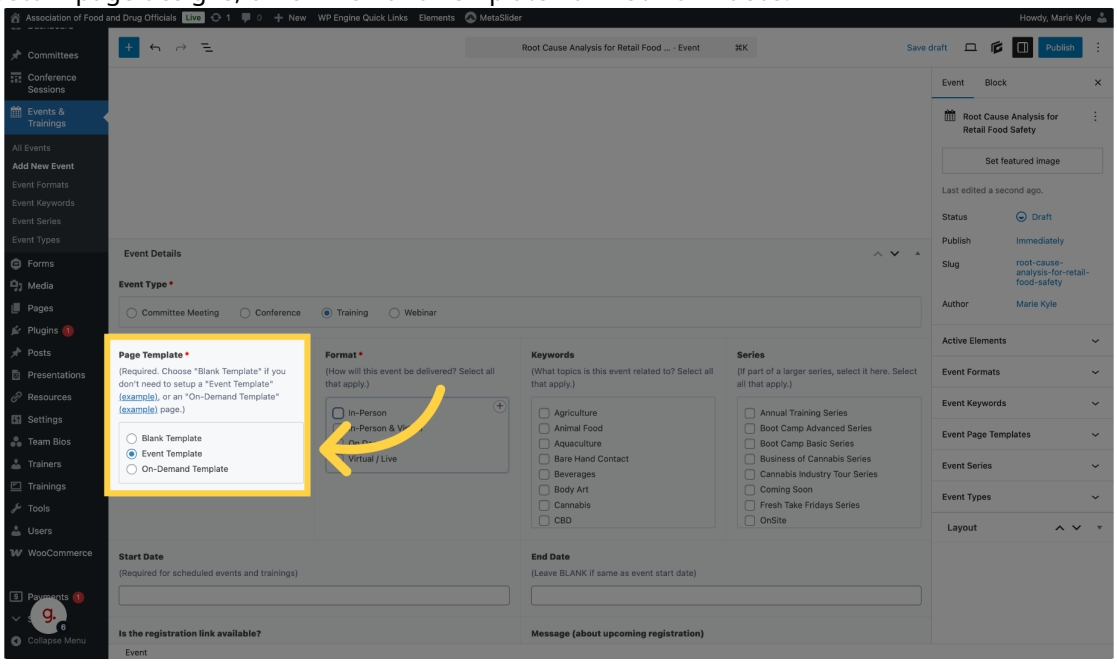
# 04 Enter Event Type

Under Event Details, you'll see a field called 'Event Type'. Choose the option that best describes the event.



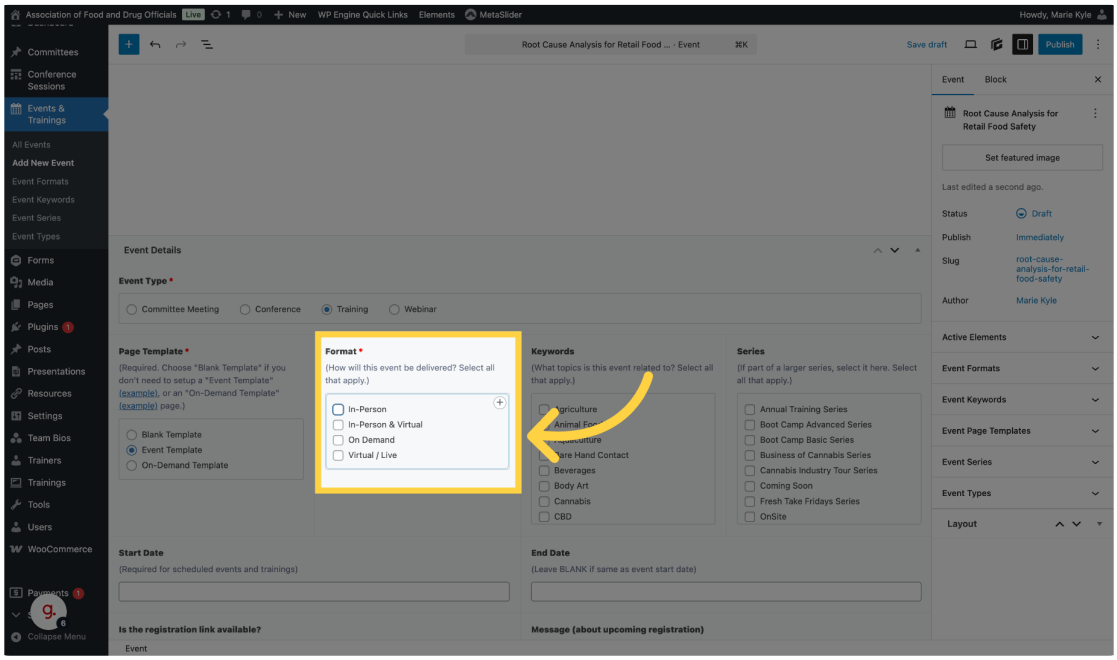
# 05 Select Page Template

Next, choose an event template. Select 'Event Template' for standard events, 'Blank Template' for custom page designs, or 'On Demand Template' for webinar videos.



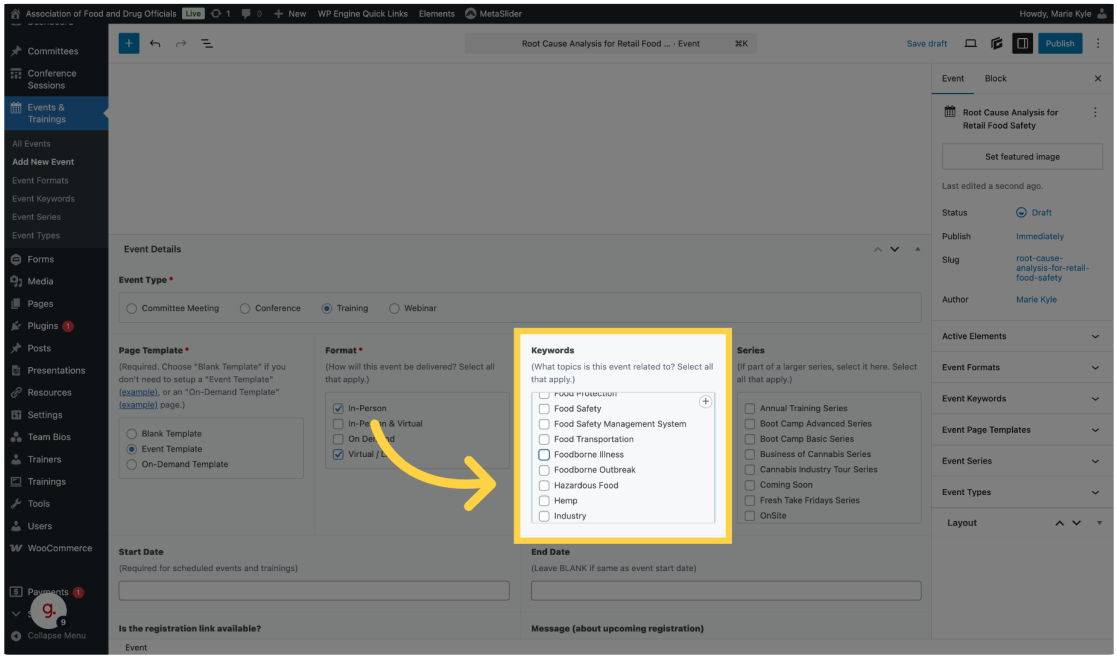
# 06 Select Format

Select all format types that apply. Choose "In-Person" for physical events, "In-Person & Virtual" for events with both physical and virtual sessions, "On-Demand" for pre-recorded videos, and "Virtual/Live" for live webcasts.



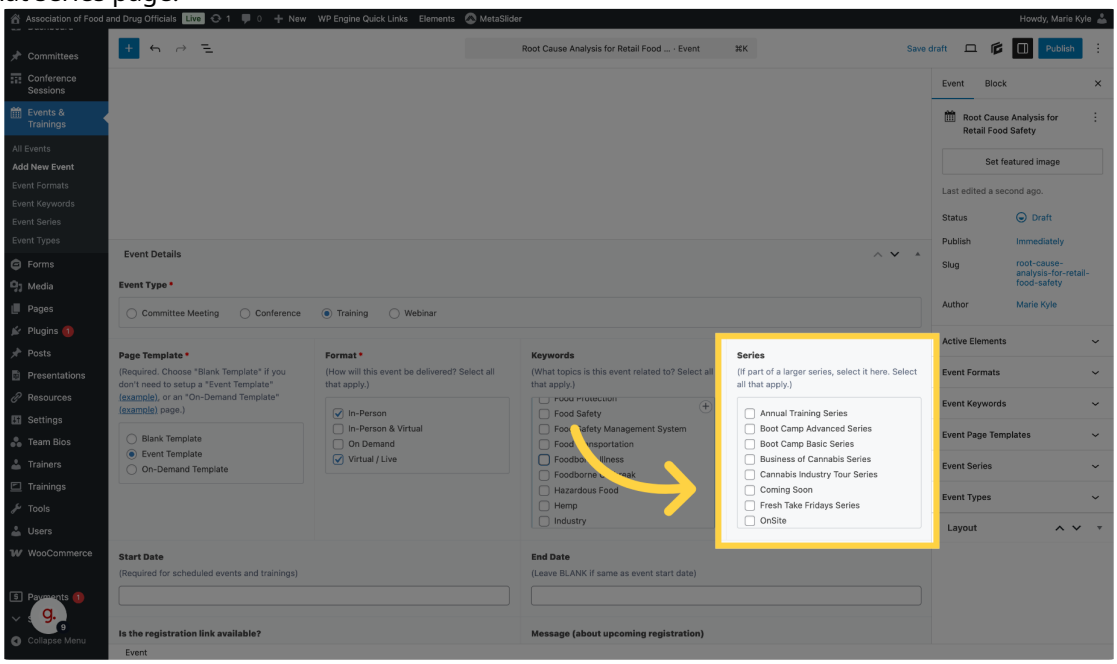
# 07 Select Keywords

Keywords aren't required, but help search results. Select all topics that seem relevant to the event.



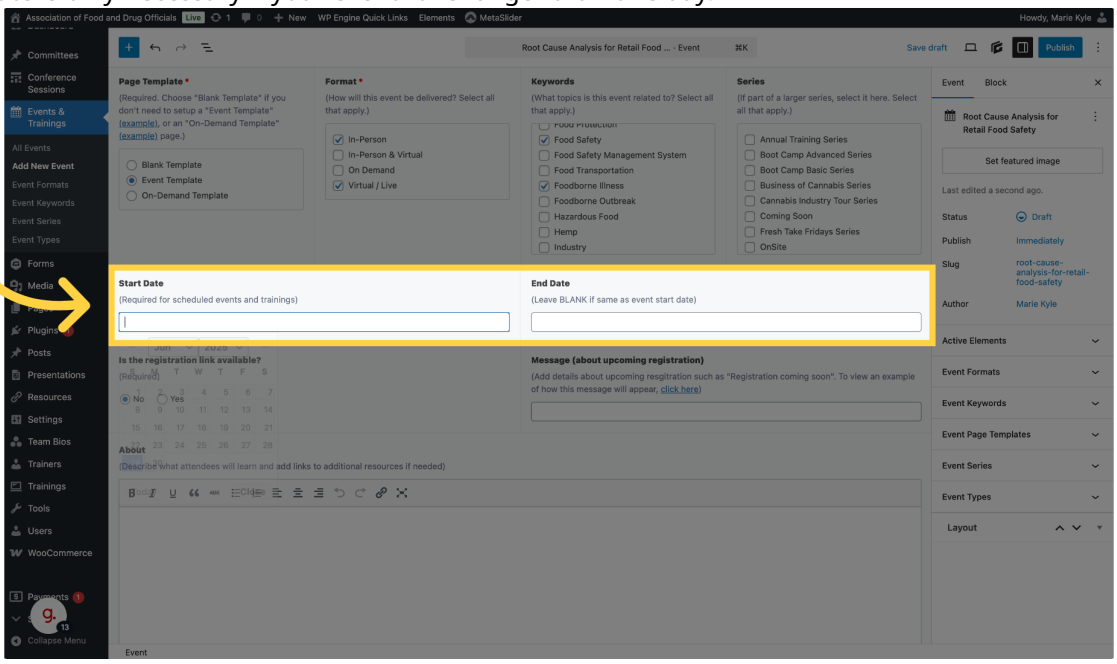
# 08 Select series

The series field is optional. Selecting a series determines where your event appears on the website. Choose 'Coming Soon' for events without dates, or select a specific series to display your event on that series page.



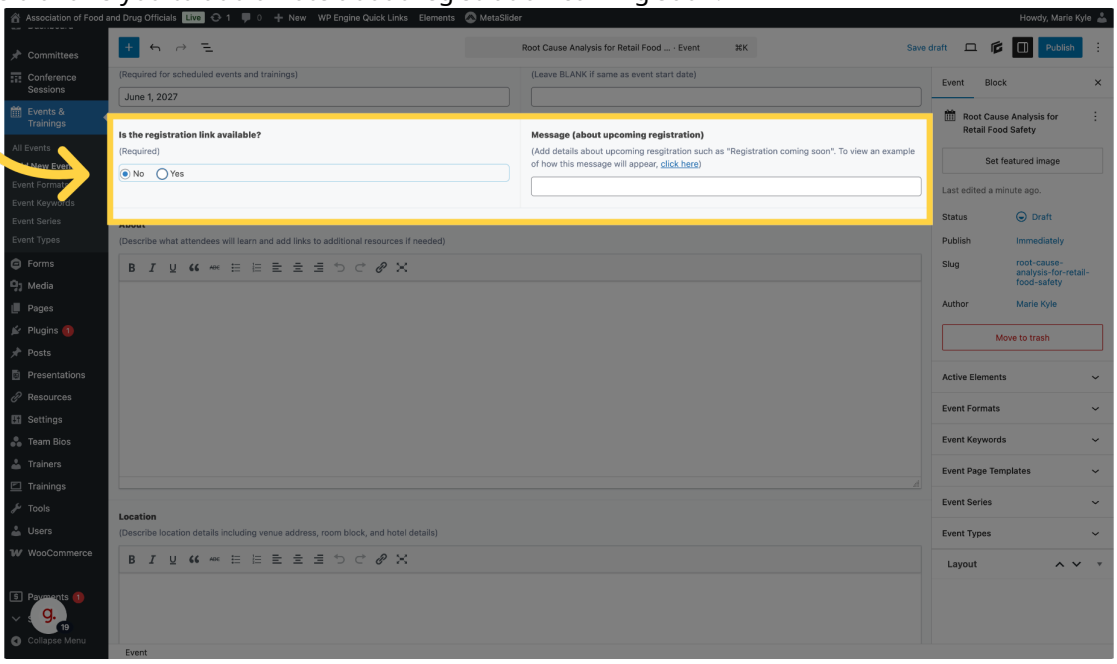
# 09 Select a start date

A start date is REQUIRED if you want this event to appear on the upcoming training page. An end date is only necessary if your event runs longer than one day.



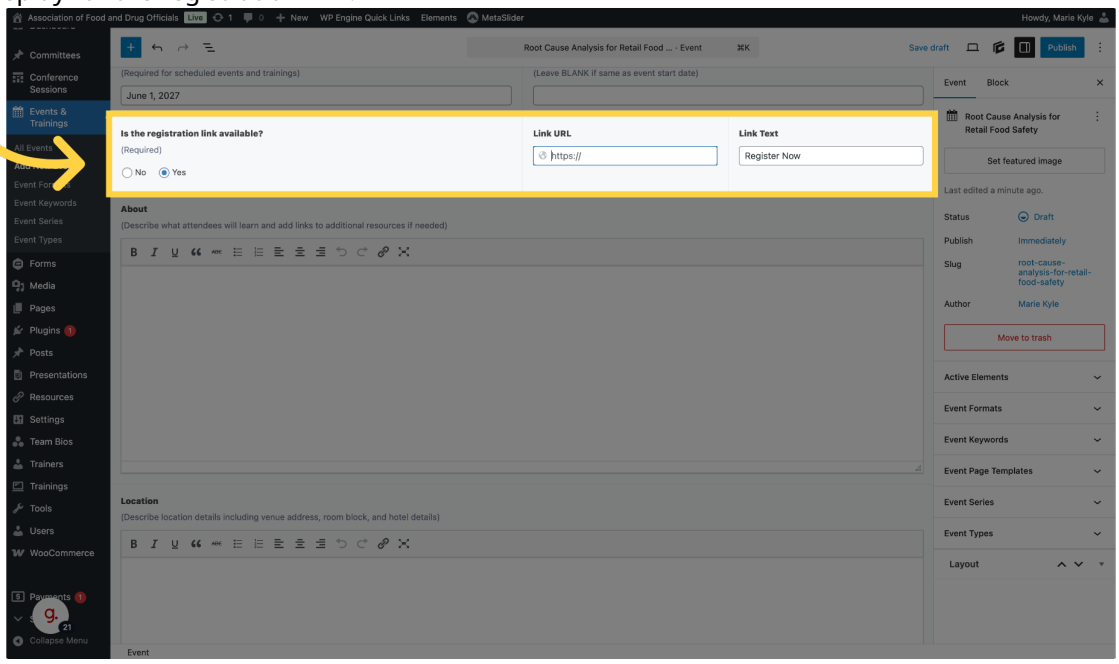
## 10 No registration

Next, add registration information. If you don't have a registration link yet, select NO. The message field allows you to add a note about registration coming soon.



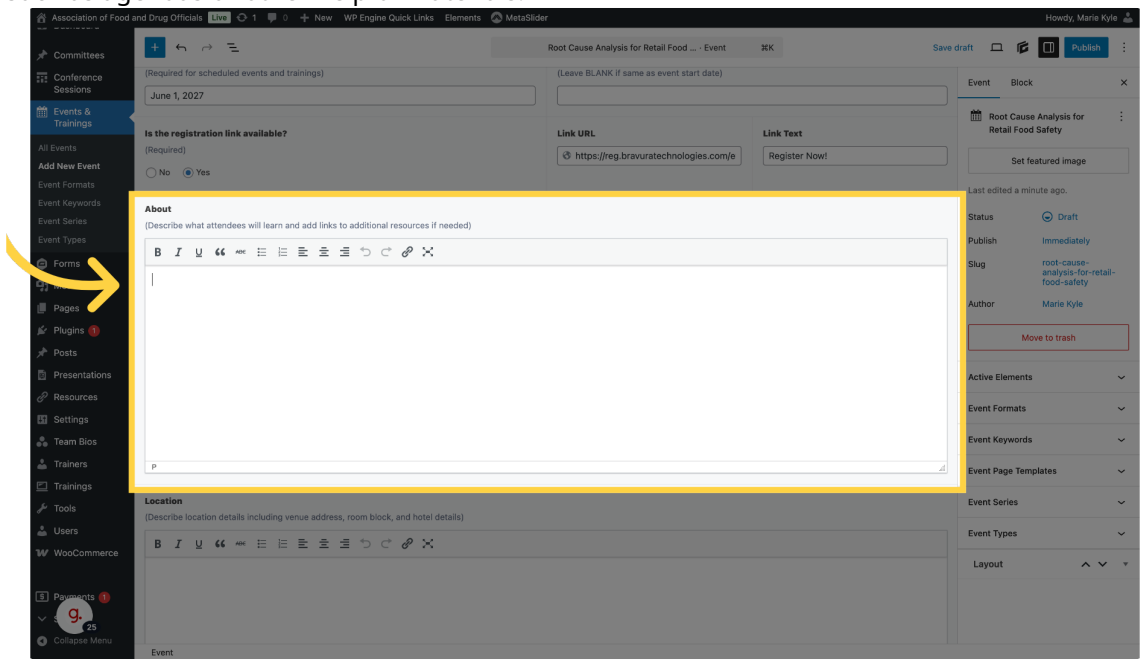
# 11 Yes registration

If you do have a registration link, click 'Yes', then enter the website URL and the text you want to display for the registration link.



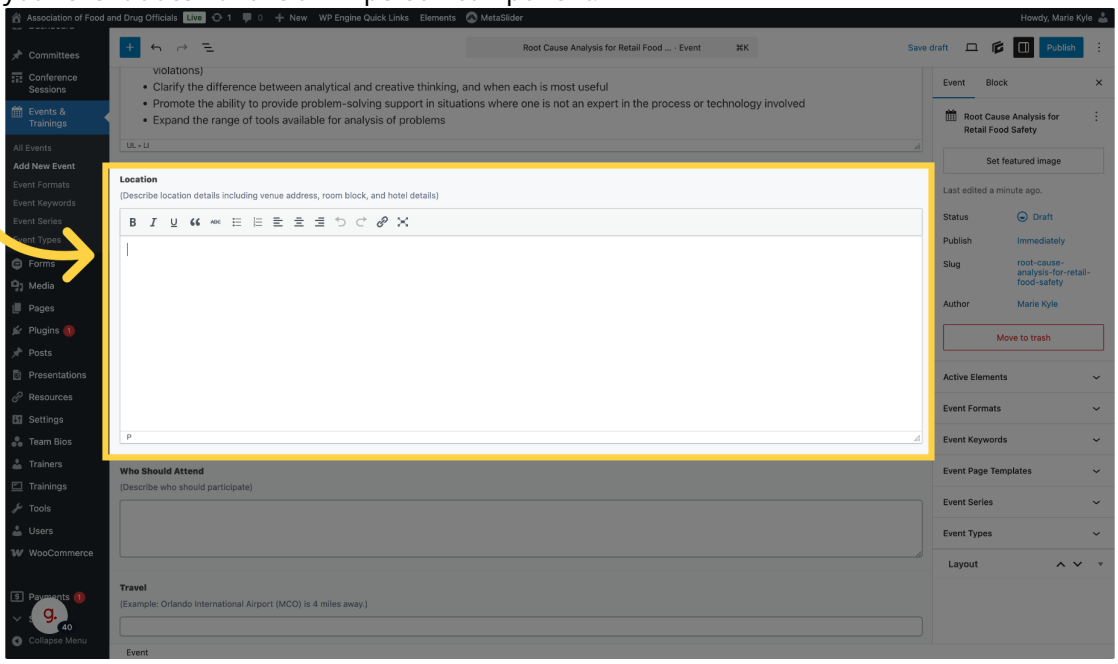
# 12 About section

Use the About field to describe what attendees will learn, and add links to additional resources such as agendas or other helpful materials.



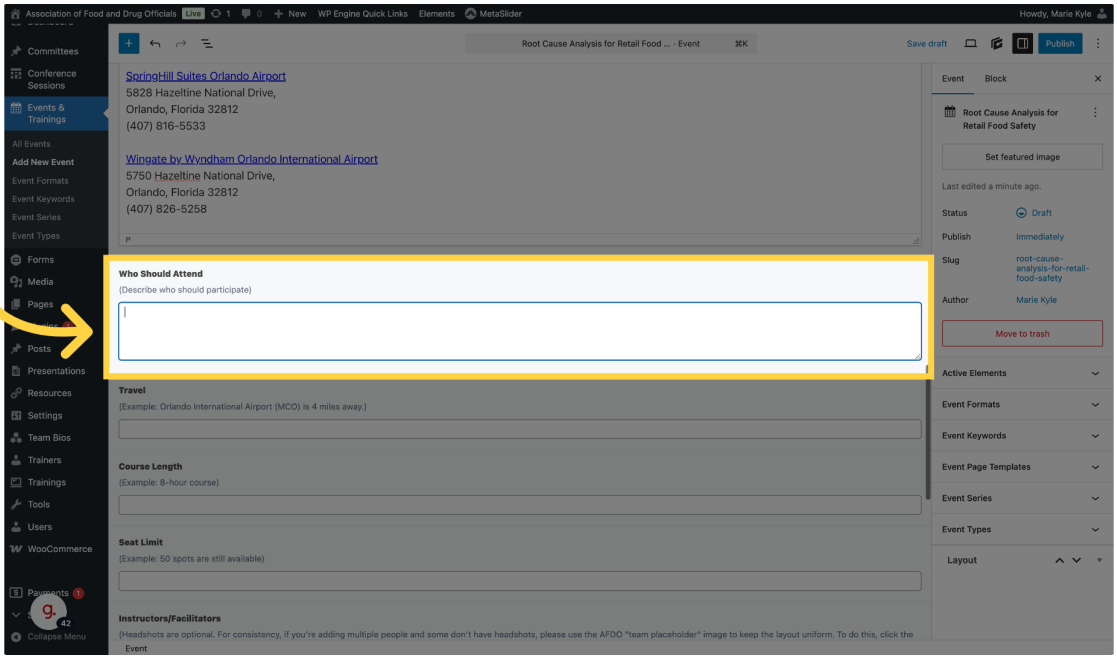
# 13 Location section

Use the LOCATION field to add details such as venue address, room, and hotel info. Skip this field if your event doesn't have an in-person component.



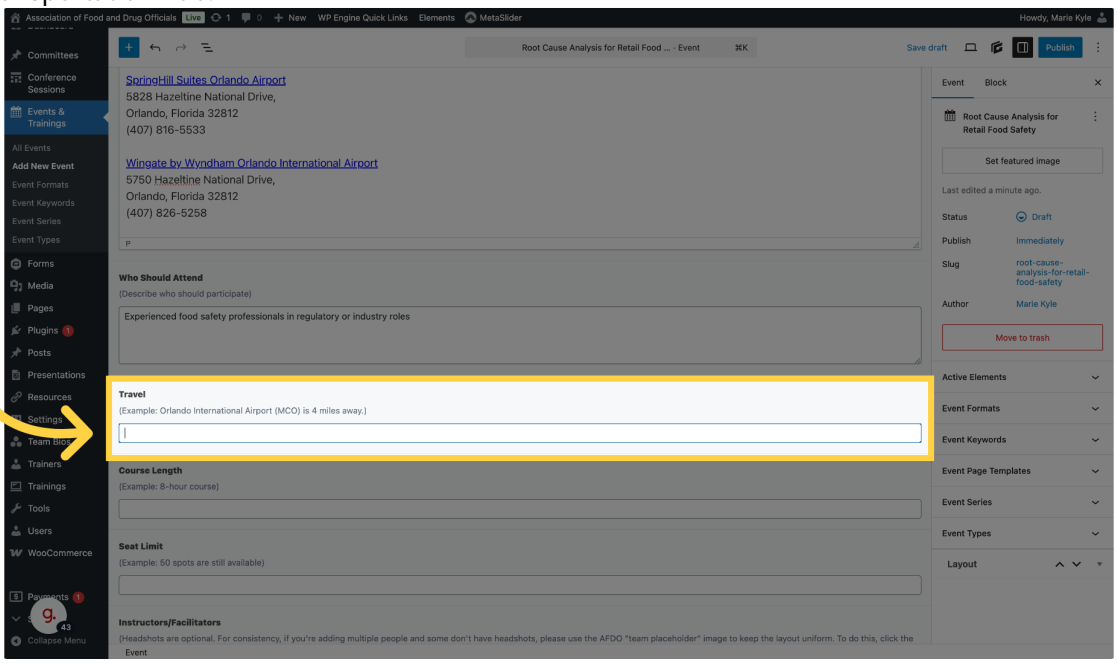
# 14 "Who Should Attend" section

Use the "Who Should Attend" field to briefly describe what types of attendees would benefit most from the event.



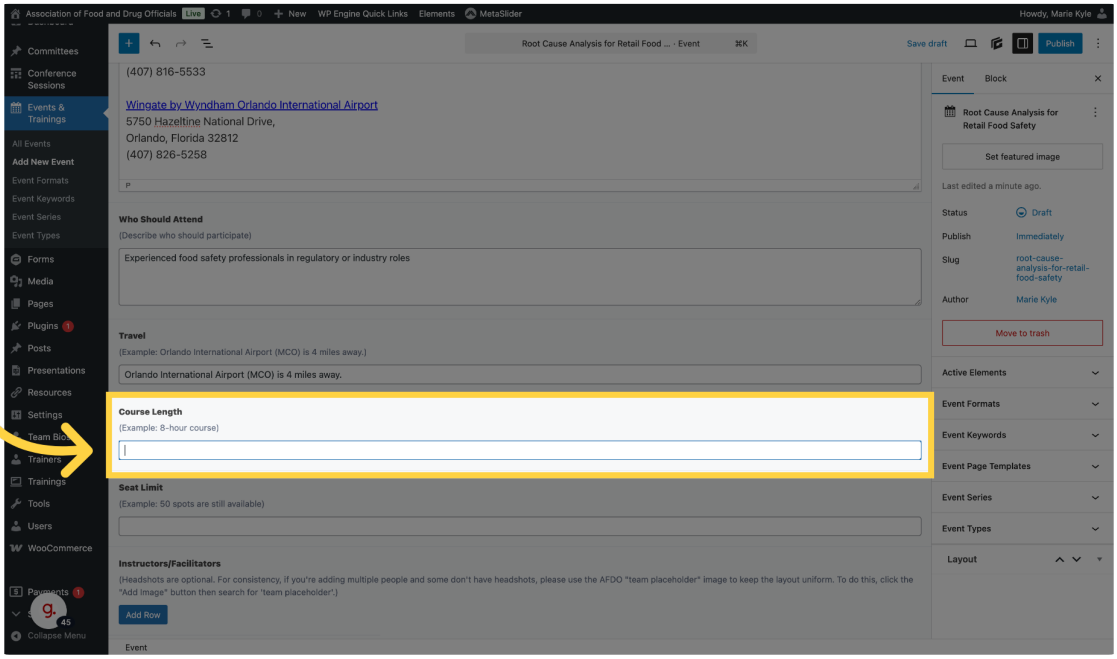
# 15 Click "Travel"

Use the Travel field for in-person events to share the distance to the nearest airport or main transportation hub.



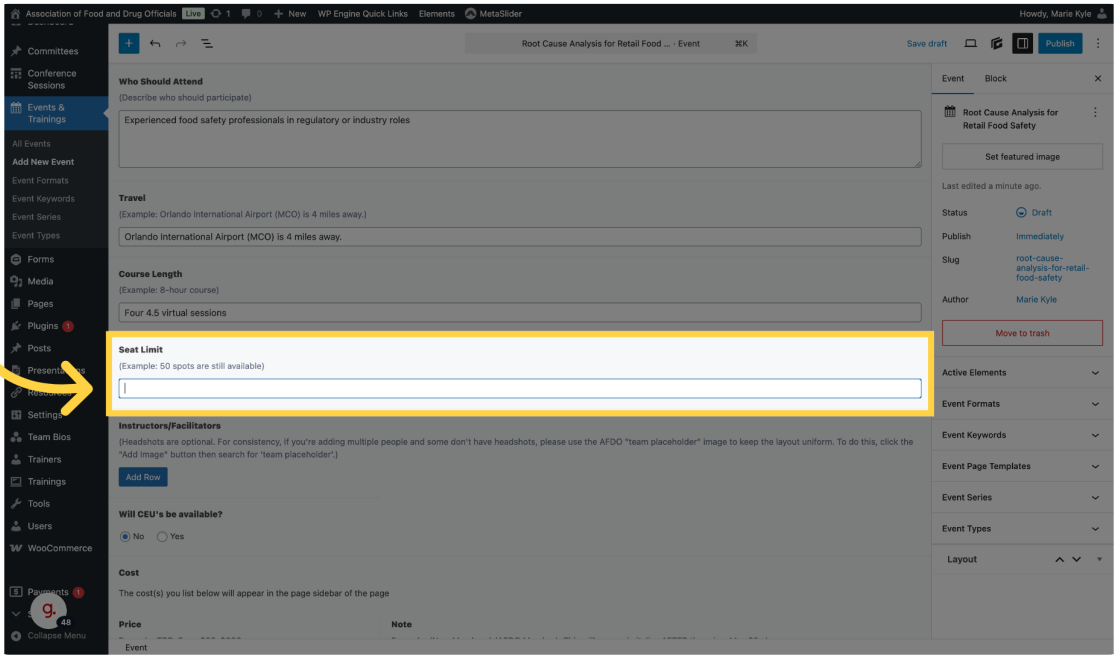
# 16 Click "Course Length"

The Course Length field should be used to specify the training duration .



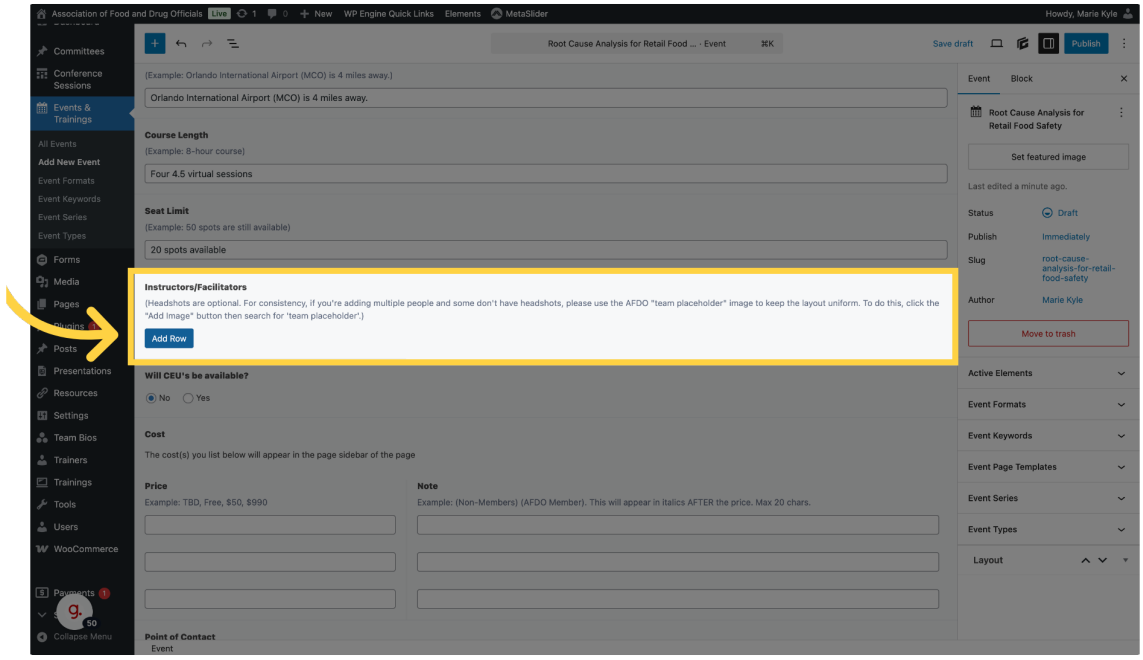
# 17 Click "Seat Limit"

Use the Seat Limit field to specify how many openings are available for the event



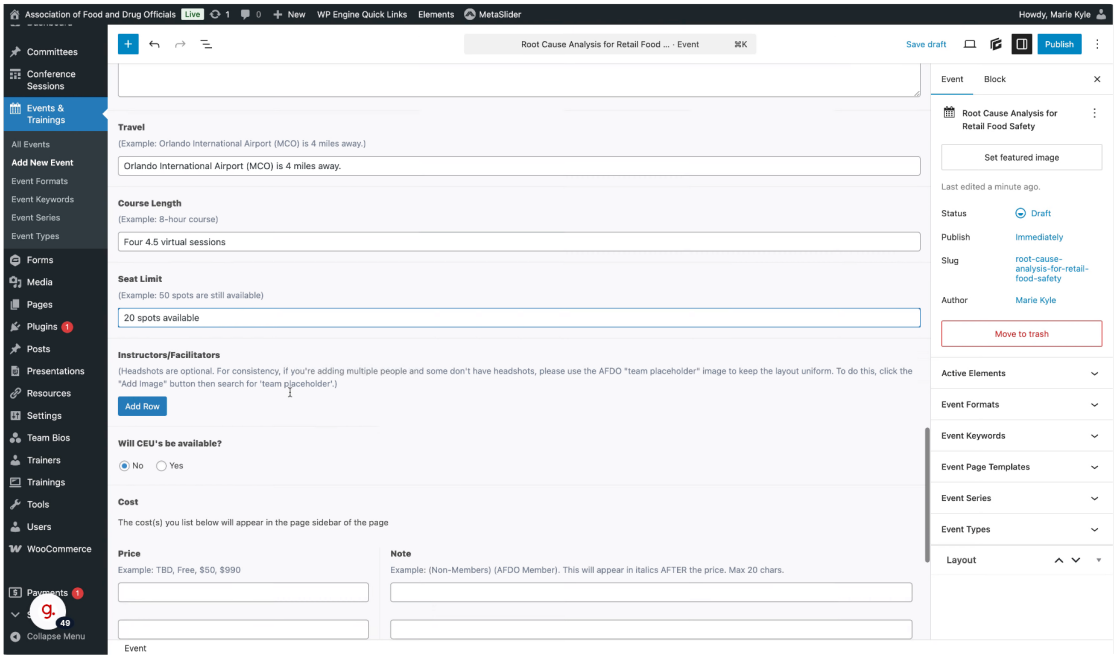
# 18 Add Instructors/Facilitators

Use the Instructors and Facilitators section to add headshots, names, organizations, and bio summaries.



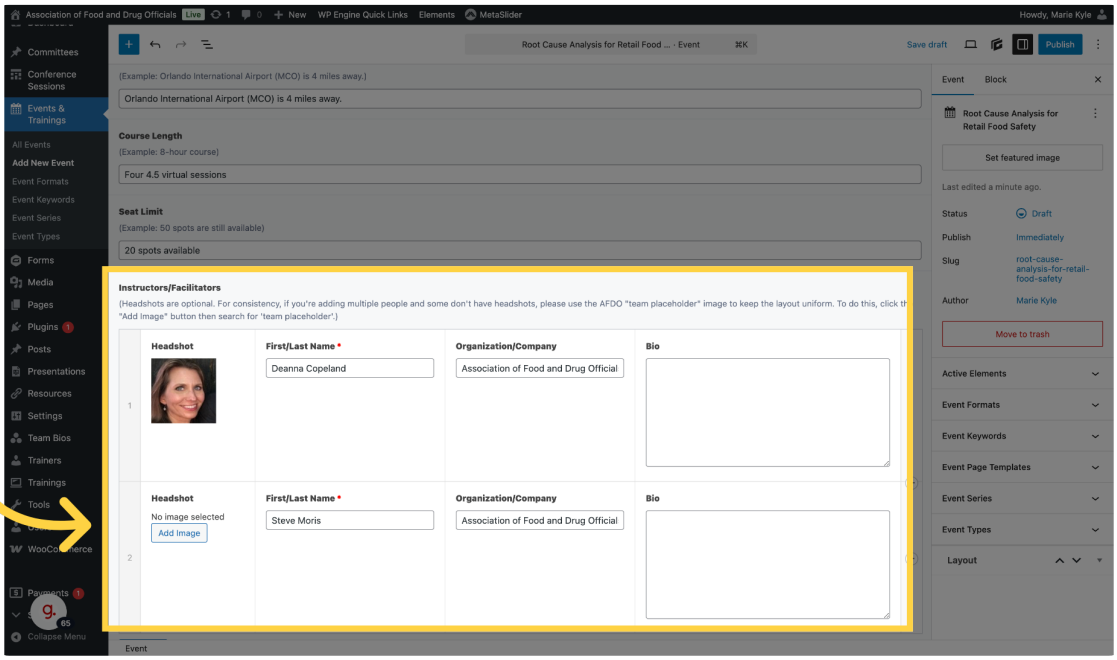
# 19 Bio fields

Add as many people as needed. Only names are required, all other fields are optional.



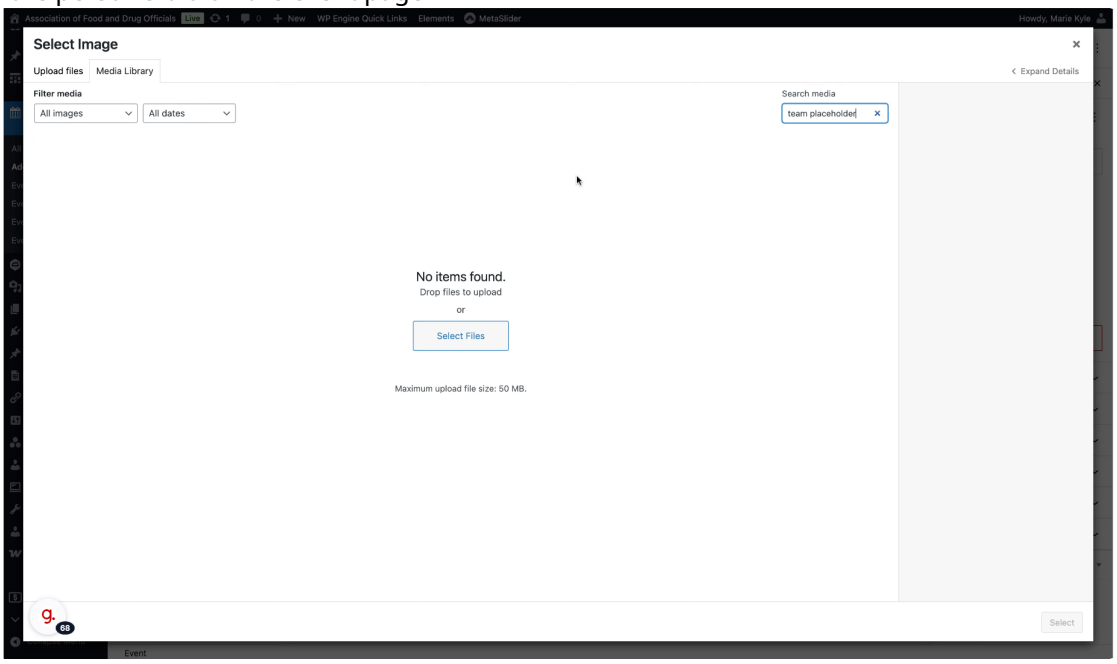
# 20 More than 1 bio

For consistency, if you're adding multiple people and some don't have headshots,  use the "team placeholder" image to keep the layout uniform. To add a placeholder, click on the "add IMAGE" button.



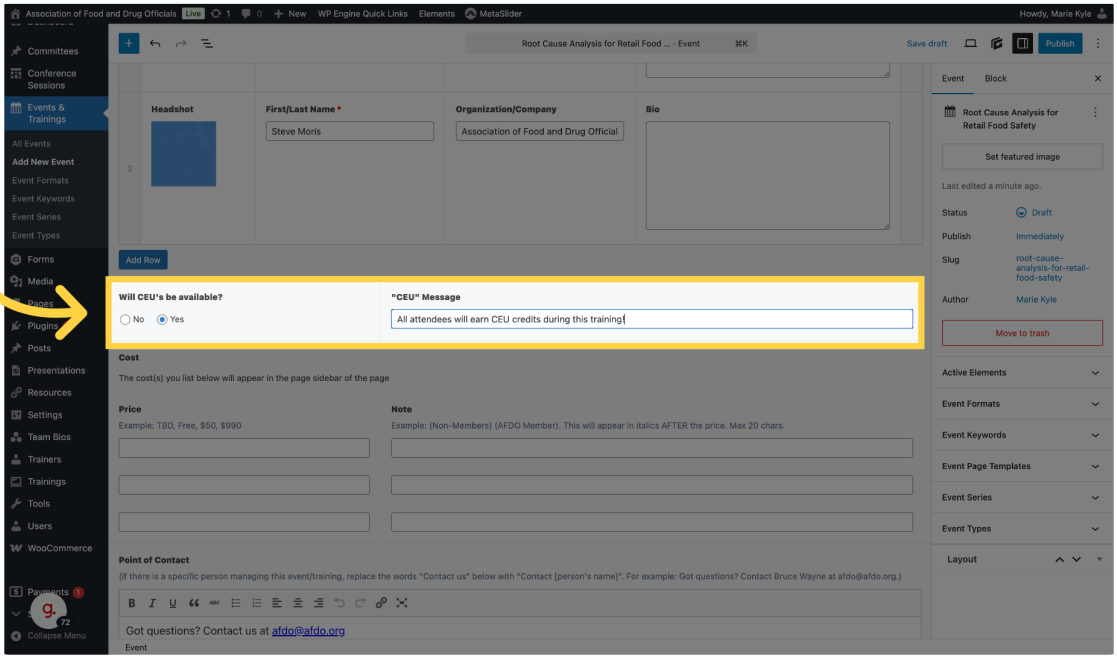
# 21 Select "team placeholder" image

Next, search for 'team placeholder', then select the image.  This will add the placeholder image to the person's bio on the event page



## 22 CEU's

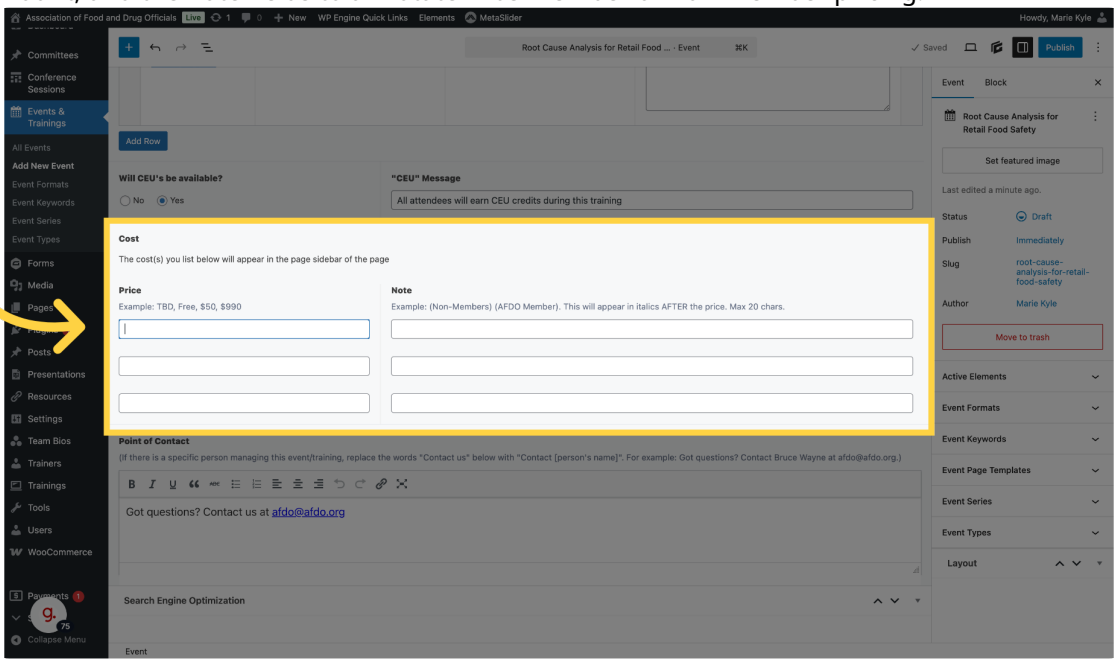
If the event offers  C E U's....select 'Yes' for this field and then edit the  C E U message as needed.



# 23 Cost

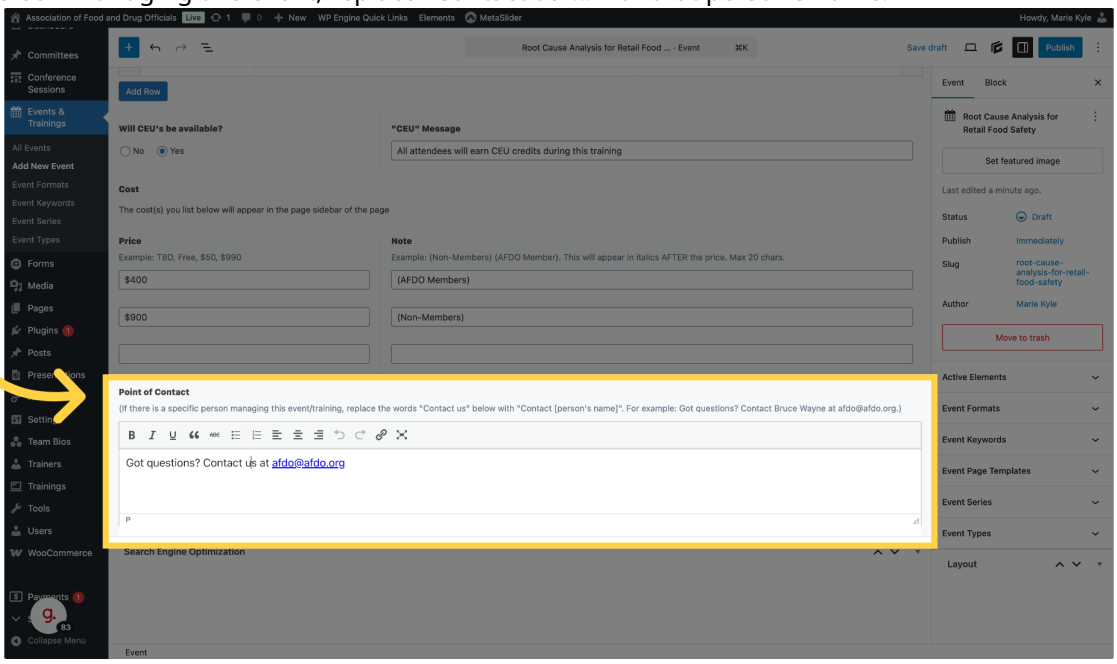
Use the "COST" section to add pricing information for the event. Here you can add up to 3 separate prices. If the event is FREE or the price is still being determined, use the first PRICE field to add FREE or T B D....

...If you have multiple prices for members and non-members, use the price fields to add the dollar amount, and the note fields to annotate if it's member or non-member pricing.



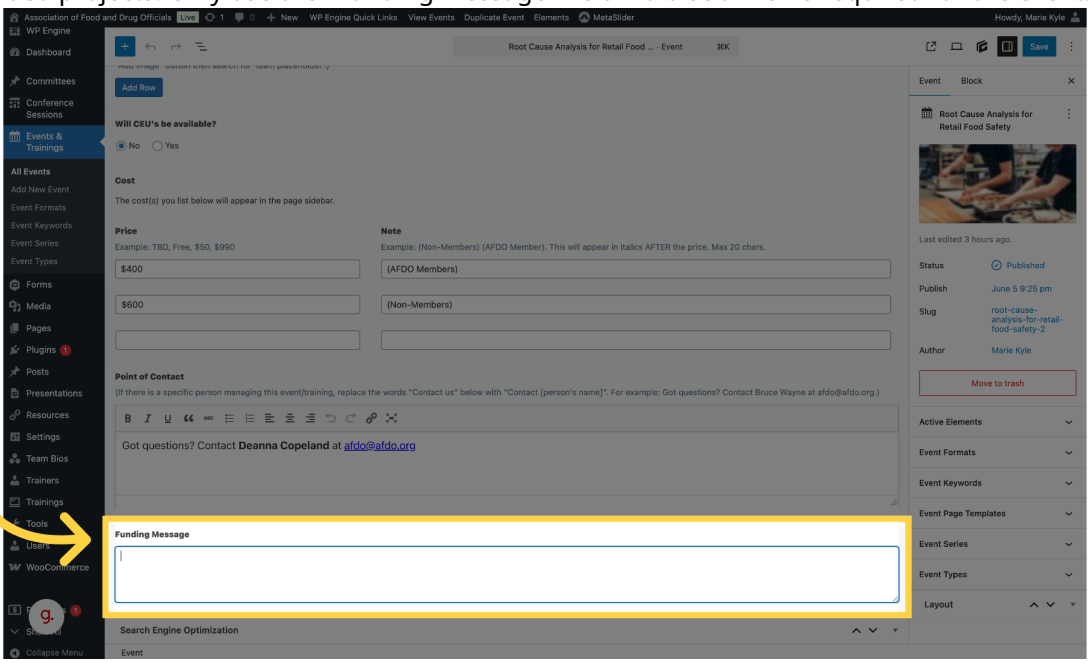
# 24 Point of contact

The Point of contact field gets auto-populated when a new event is created. If there is a specific person managing this event, replace "Contact us"...with that person's name.



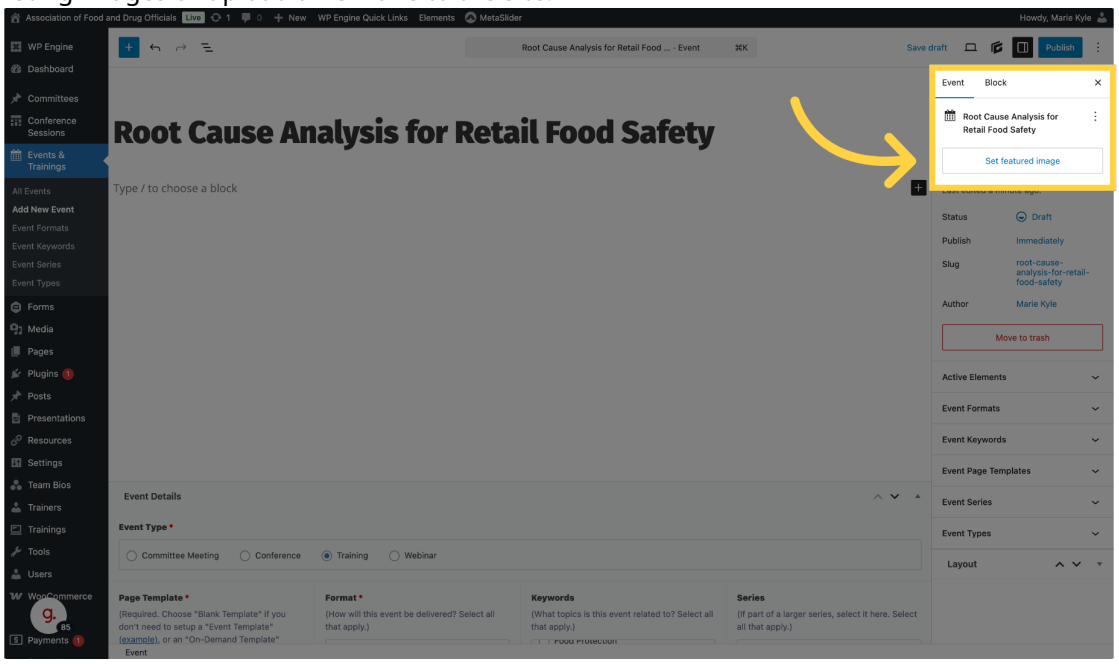
# 25 Funding Message

Co-sponsored events may require additional funding disclaimers, typically for FDA or federally funded projects. Only use the "Funding Message" field if a disclaimer is required for the event.



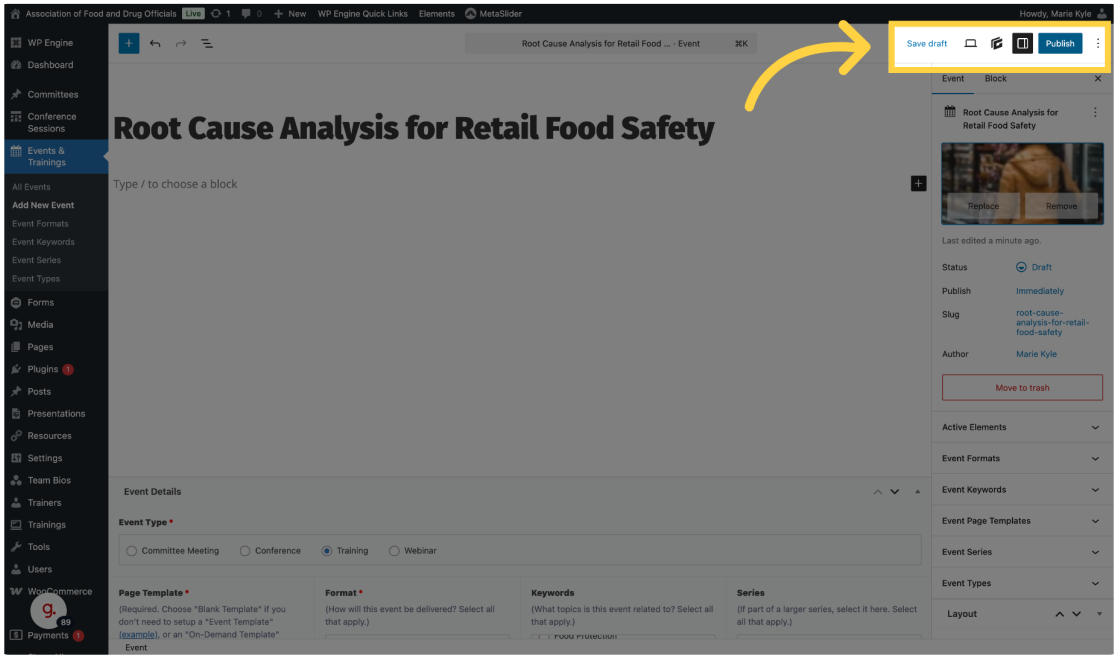
# 26 Set featured image

A featured image is required for all events. Click the "SET FEATURED IMAGE" button to browse existing images or upload a new one to the site.



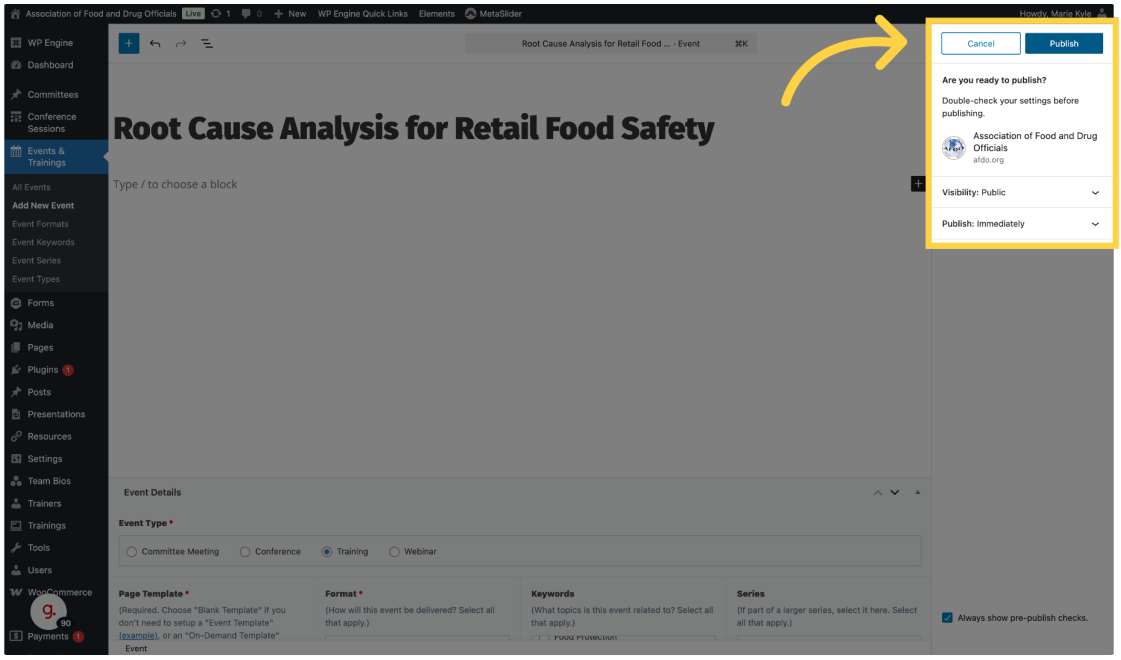
# 27 Click "Publish"

After entering and reviewing all the event details, click 'Publish' to make the event active

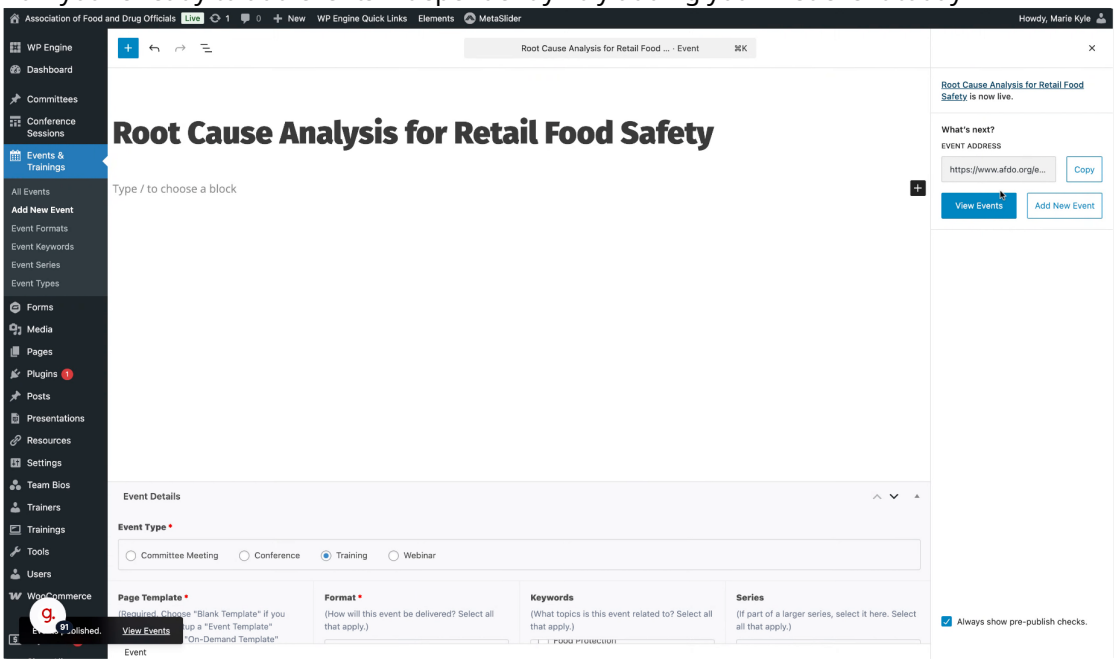


## 28 Click "Publish"

You'll then be asked to confirm if you're ready to publish. Click the "PUBLISH" button again to confirm.



# 29 Overview

Now that your new event is live, you can click the event title link to check out the event page. It's always a good idea to scroll through and make sure all the details you entered are displaying correctly.....

...Now you're ready to add events independently - try adding your first event today