

## Two methods for monitoring events

- 1) New feature: *Comments section for each SMSKN event.*

Log in and go to an event description (click on name of event within event calendar).

Towards bottom of the description you'll find a comments form.

Ask questions about the event, add helpful details, etc...

**Note:** Organizers can make updates using the comment feature.

- 1a) By clicking on the **Feed** link one can follow the comments for a specific event.

Either set your feed up with a reader (google "feed reader" if you don't have one, they are free),

... or have the feed sent to your email address.

*continued...*

The screenshot shows a comment section with the following elements:

- 1 Comment**: A header indicating one comment is present.
- Feed**: A blue link with a feed icon, highlighted by a red arrow labeled '1a'.
- Cee Cee Barnard makes this comment**: The name of the commenter and a link to the comment.
- Wednesday, 20 July 2011**: The date of the comment.
- Don't you want to go on this trip**: The text of the comment.
- Add Comment**: A section for adding a new comment.
- Comment**: A label for the comment input area.
- Rich Text Editor**: A toolbar with buttons for **B** (bold), **/** (italic), **U** (underline), **S** (strikethrough), **Quote**, **Image**, **Link**, and **Code**.
- Comment Input**: A large text area for writing the comment.
- Emojis**: A row of ten emoji icons for adding reactions.
- Submit**: A button to post the comment.

Red annotations include a circle with the number '1' pointing to the 'Feed' link, and a circle with '1a' pointing to the 'Feed' link from the right side of the page.

2) **TIP: Another important way to receive updates** or changes made to the event calendar is to **Subscribe my Email**, this is a feed set up for email delivery.

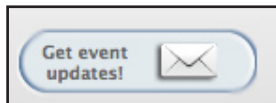
Go to any calendar page and towards the top right you will see the **"Get event updates"** button. **Click to subscribe.**

You will receive an email to confirm your subscription to the event calendar. Please be sure to confirm your subscription.

**Note:** *Each morning you will receive a SMSKN event email, but only if there was a new or updated event made the previous day.*

*This feed will send updates about all events, but you will not necessarily receive an email each day, and during the off-season, only on occasion.*

*You can subscribe and unsubscribe, and then subscribe again as needed.*



**After clicking to get event updates, complete this form and check for an email to confirm.**

## Email Subscription Request

Thank you for your request.

Your email address:

...will receive a verification message once you submit this form. FeedBurner activates your subscription to "SMSKN Events" once you respond to this verification message.



To help prevent spam, please type the text you see in the box above:

