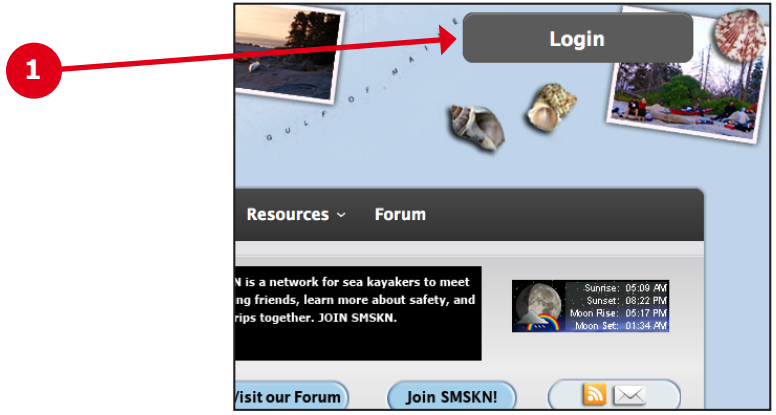
Creating an event

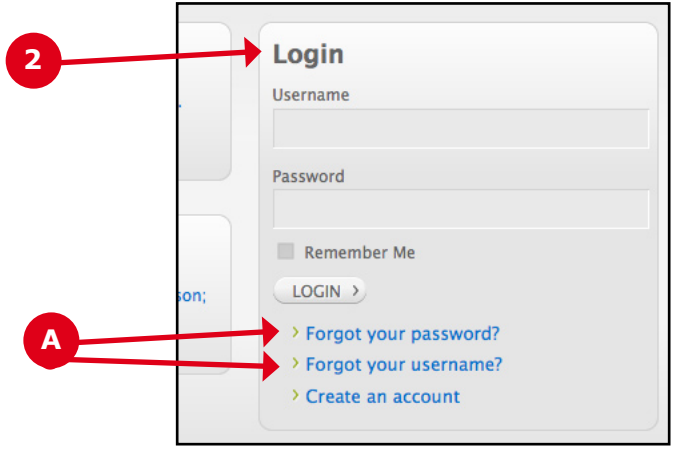
1) Log in by clicking on login button at top of a SMSKN web page.

2) You'll be directed to the login panel at the bottom of the page.

   Enter your username and password.

   Note: If you've forgotten this information or you are unsure, try using the reminder features (A).

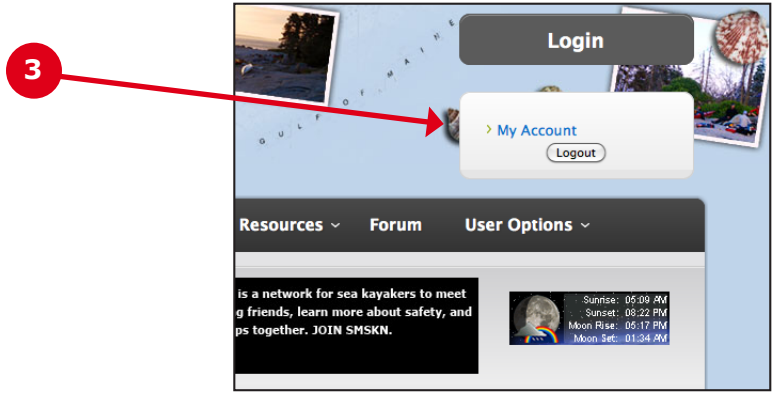


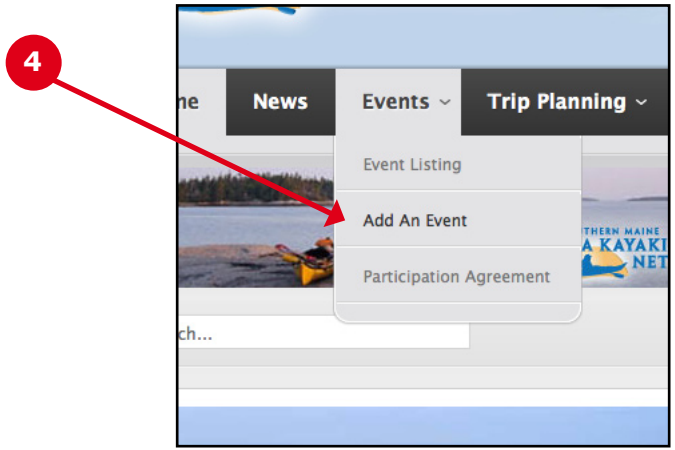


3) After successfully logging in, you'll see your account panel at top of page.

4) Go to the main navigation bar at top of the web page and click on ***Events >> Add an Event***

   You'll be directed to the ***Event Creation Page.***





Event Creation Page

5) Subject: title of your event.

6) Drop-down menu: Choose event category.

7) Select the start date and the end dates by clicking on the calendar icons.

8) Use default of a 24-hour clock, or instead click on 12-hour clock.

9) Activity: event description.

10) Choose a location from the pop-up list.

    If the location is not listed, include instead your location within your event description.

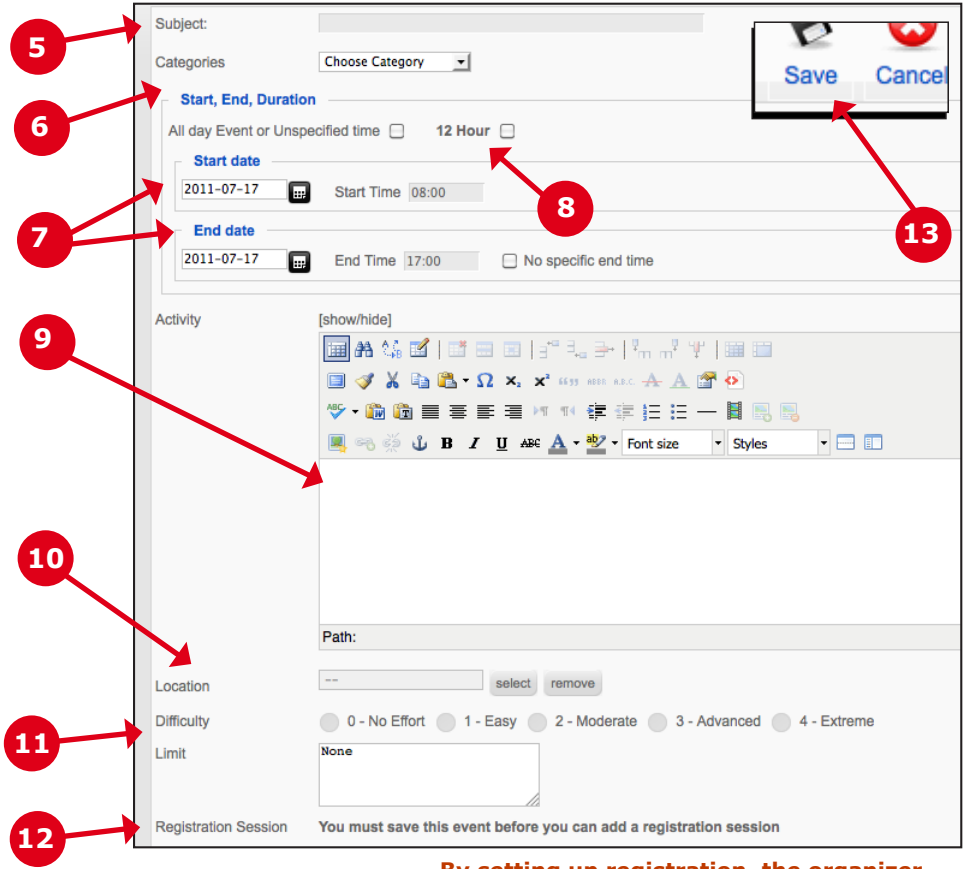
11) Indicate level of **difficulty** if a paddling trip.

12) !! **Note !!** ***Setting up registration is optional*** and at this point you could click save and be done.

    If you do not set up registration, you could instead ask members to email you within the event description.

13) Click Save at top right to save and immediately publish your event.

See next page to set up event registration (optional).



By setting up registration, the organizer will be able to log in, go to their event, and reference name and email of those attending (organizer's viewing only).

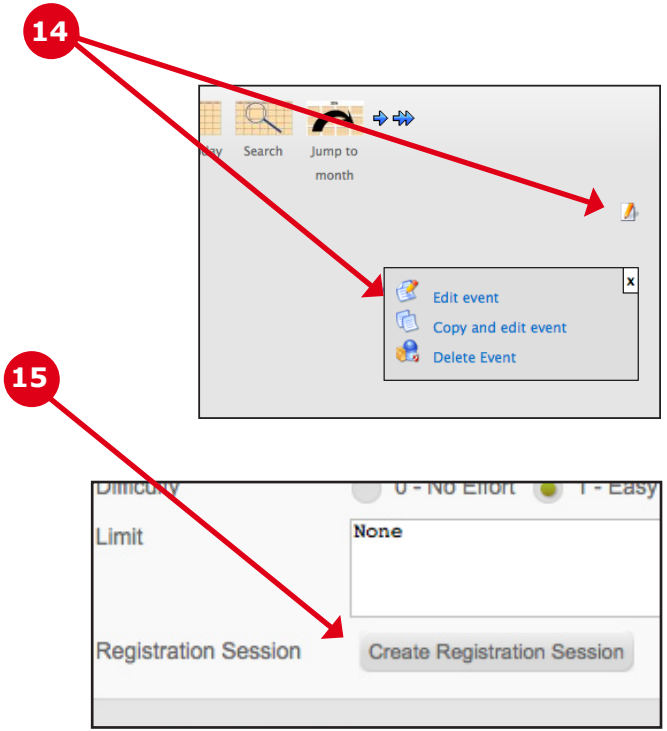
14) To set up a registration session follow these steps:

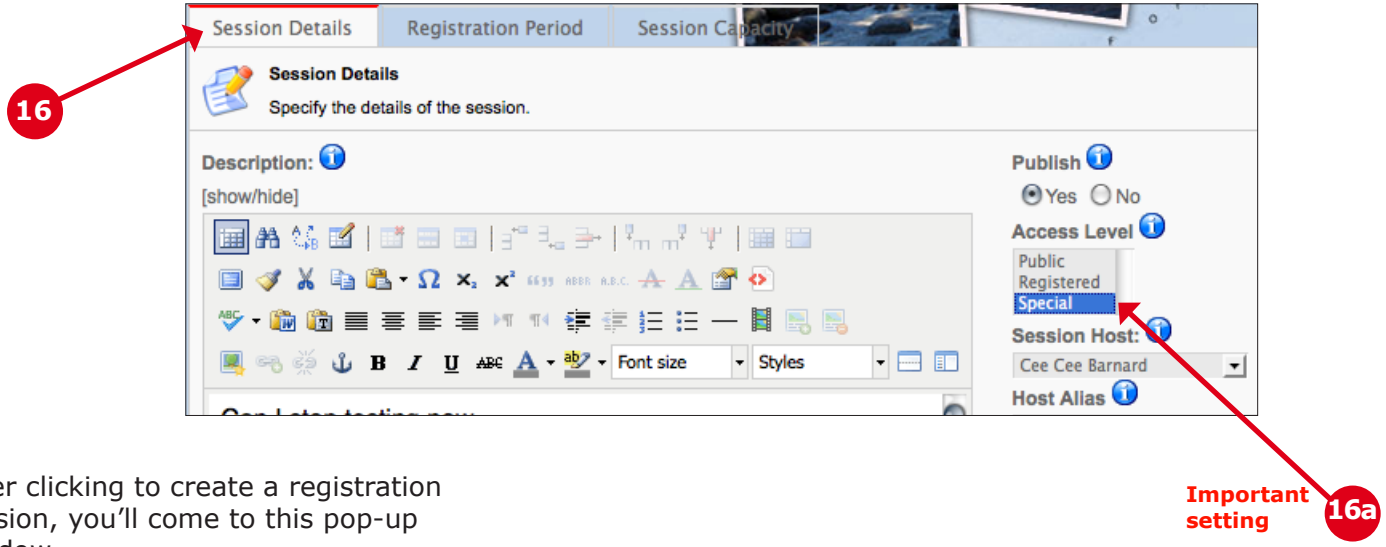
a) *Create an event*
b) Save the event
c) and then go back to edit the event.

So in this step, you've created an event, now click on the edit icon *(pen/pad image)* to edit your event and set up registration.

15) After clicking to edit your event, you will see that ***Registration Session*** is now an active button within the event panel.

Click on this button to set up registration for your event.



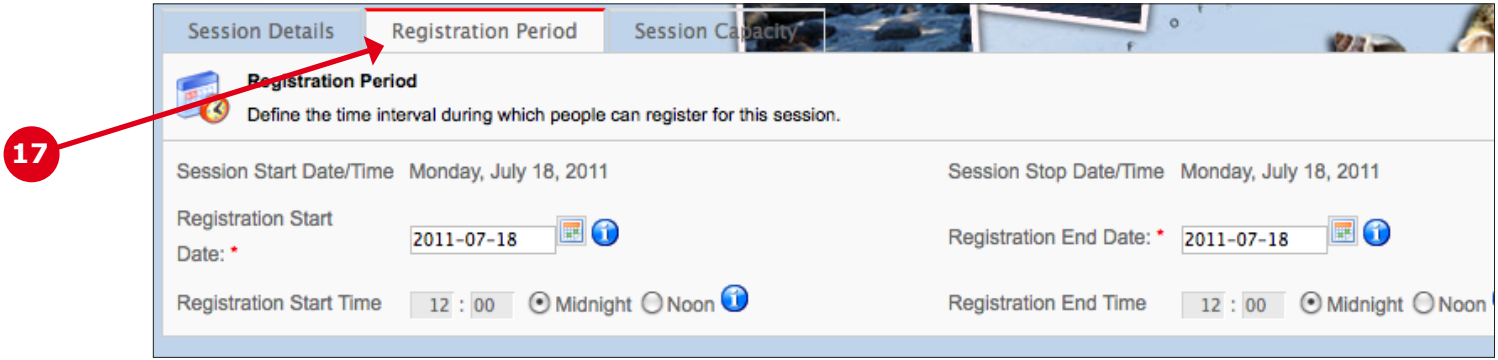


16) After clicking to create a registration session, you'll come to this pop-up window.

First tab: *Session Details*, one really important setting to make here:

16a) Change the ***Access Level*** to ***Special.***

In this way you reserve registration just for SMSKN members (and not guests and not forum users).

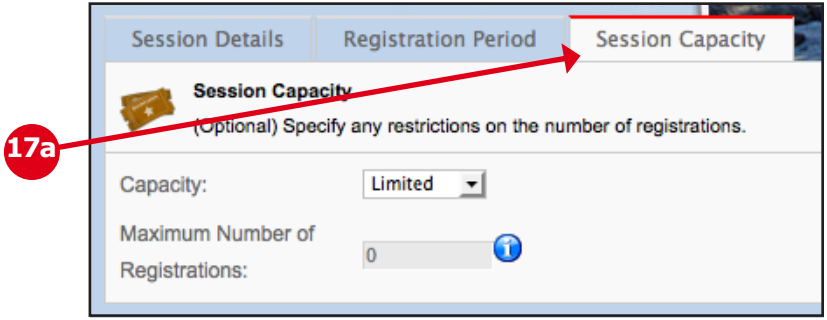


17) Click on the tab ***Registration Period***; next you see the start date and end date with dates automatically filled in:

... the start date will be the day you created your event; the end date will be the day of your event.

Change if needed, click ***Save*** in this pop-up box,

... and finally ***Save again within event creation page*** to finish setting up registration.



17a) Click the ***Session Capacity*** tab to set a limit (optional).

18) Once you've completed adding your event, here is how an event description will display.

In this example, registration and capacity were set up. Capacity is automatically tracked.

Members can see attendance availability and the names of those who have registered.

18a) Organizers who set up registration can log in and check their ***Attendees in Detail,*** a link that will display attendees and their email.

Note: only the organizer of the event sees this level of detail.