

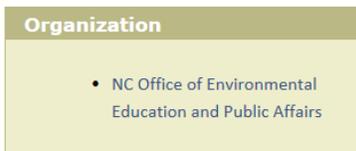
## Step-by-Step Instructions for Adding Events to the Office of Environmental Education and Public Affairs Online Calendar (Updated April 2019)

(This isn't the only pathway to add an event on our site but is probably easiest to follow if you have not posted before or have not in a while. If you don't have access to your listing on our site, let us know!)

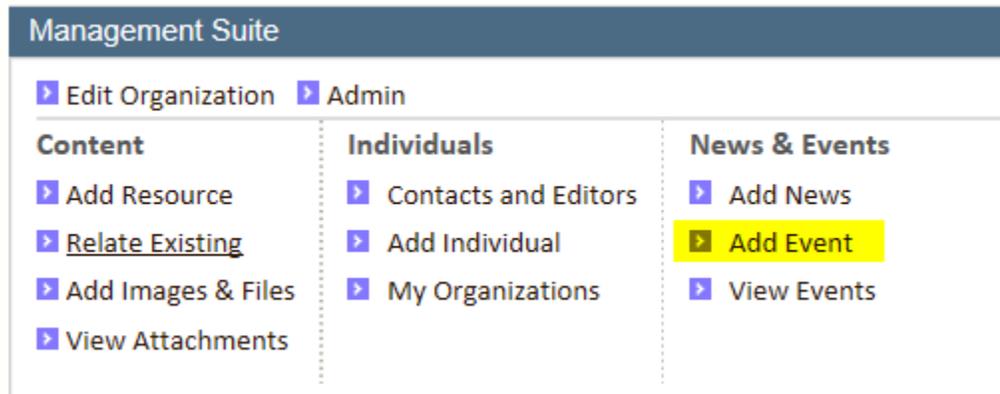
1. Go to <http://www.eenorthcarolina.org/>
2. Click on "My Account" tab at the top left of the page and sign in with your username and password, then click "Continue." If you've forgotten your user name and password, you can have it emailed to you from this page—it just takes a few seconds.



3. Your Personal Profile Page will appear. On the right-hand side of the page, in the tan box labeled "Organizations," click on the name of the organization for which you are adding resources. (Or, just go to your organizations listing any way you want to—it doesn't really matter)



4. The Organization Profile Page will appear with the Management Suite box at the top. Click on "Add Event," the second choice under the "News and Events" heading in the Management Suite. (*\*There are also two other places to add events--see note below*)



5. Answer the prompted questions and fill out the forms for one of your events and then click “Submit.” You’re done! The event is now pending and will show up on your Organization Profile page, as well as the EE Calendar, once it has been approved by Office staff. Note that you can also go back and edit events after you have posted them, but only if you are the original poster of the event.

Important Note—if the event is something that would be considered professional development (in other words, a “train the trainer” workshop or class for teachers or nonformal educators, be sure you check the “professional development” box when it asks you to enter it as a resource. This makes it show up on the professional development calendar as well as the general public calendar.

Professional Learning Opportunities (if an event, will appear on Professional Development Calendar view)

\*Other places to add an event (you still have to be logged in to your account):

- Under the “News and Events” tab on the main page, accordion menu, you can click “add your event”



## Events

[Add Events](#)

[Calendar](#)

- On the EE Calendar pages, you can click the “add event” tab next to “calendar view”

A form for adding an event. It includes a 'Location' field with a dropdown menu showing 'City...' and a small 'or' text. Below it is a 'Distance' field with a dropdown menu showing '25 Miles' and an orange 'GO' button. At the bottom, there are three tabs: 'event list', 'calendar view', and 'add event'. The 'add event' tab is highlighted in yellow. Below the tabs is a calendar for 'April 2019' with navigation arrows. The calendar shows 'Sun' and 'Mon' columns, with '31' under Sun and '1' under Mon.