

How to Add an Event to the Online Conference Calendar

1. Go to cnumc.org. Scroll midway down the Home Page, to "Events." Click on the link "View Conference Calendar."

The screenshot shows the homepage of cnumc.org. A green arrow points from the instruction text to the "View Conference Calendar" link in the "Events" section. The page features a main banner with a photo of a destroyed building and text about a fundraising concert for Japan relief. Below this, there are sections for "Bishop's Greetings" with a photo of a man, and "Events" with a list of upcoming meetings and dates.

Fundraising Concert for Japan Relief
 Japanese UMC in Sacramento will host world-class artists this Saturday in a fundraising concert for Japan. Senior pastor the Rev. Motoe Yamada talked about the disastrous earthquakes and tsunami in her native land in an interview last week on Fox 40 News.

Bishop's Greetings
 I was told this story by a staff member. During Lent a few years ago a friend of hers, a faithful Roman Catholic, opened a conversation about Lent and expressed such jubilation that the staff member has never completely forgotten it. What has remained with her especially is the friend's concluding words, spoken with a

Events [View Conference Calendar >](#)

- Episecopy Committee Meeting (B) 3/24/2011
- Conference Committee on Memoirs (A) 3/24/2011
- Lay Speaking Course, Lead Worship (C) 3/26/2011
- RCA Financial (Room A) 3/30/2011

2. Locate "Want to submit an event?" immediately below the words "Events Calendar," and click on "Submit the event here."

The screenshot shows the "Events Calendar" page. A green arrow points from the instruction text to the link "Want to submit an event? Submit the event here >". The page includes navigation links (Home, News, Events, Events Calendar), filters for event type (CONFERENCE), district, church, and all areas, and a calendar grid for March 2011.

Events Calendar

Want to submit an event? [Submit the event here >](#)

EVENT TYPE: CONFERENCE DISTRICT CHURCH ALL AREAS

VIEW TYPE: CALENDAR LIST ICAL

MONTH: PREV MARCH 2011 NEXT

Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
		Executive Team (A) CANCELLED	Cabinet (B)	CANVUMF Board of Directors Meeting (C) Cabinet (B)	BOOM Executive Committee (C) Board of Pensions Meeting with Lisa	CFA Full Board (B) Cal-Neve Conference Committee on

5. ... And add any additional information related to the event ...

The screenshot shows a form with the following fields:

- Directions**: A dropdown menu.
- Phone Number**: A text input field.
- Second Phone Number**: A text input field.
- Related Link**: A text input field.
- Base Event Cost**: A text input field.
- Church**: A dropdown menu with instructions: "To select your church, click the down arrow, type the name of your church and a list will appear." Below the dropdown is a small blue information icon.
- District**: A dropdown menu.

6. ... Fill in your name and email address (Note that they are **required**; you will not be able to submit the event if your name and email address have not been entered), enter information in the Captcha box, and click on "Submit my event."

The screenshot shows the bottom portion of the form with the following elements:

- District**: A dropdown menu.
- Submitted By (enter your name) - required**: A text input field with a red arrow pointing to it.
- Submitted Email - required**: A text input field.
- Verify that you are human by entering the letters that you see**: A Captcha box containing the words "some need" in a stylized font. Below the words is a text input field and a "reCAPTCHA" logo with the text "stop spam. read books." A green arrow points from the Captcha box to the "Submit my event" button.
- Submit my event**: A button.

Note: Clicking on "Submit" generates an email to Conference staff, who will review the event information, contact you if there are questions, and release the event to appear on the Conference Calendar.