

HOW TO ADD AN EVENT

Members may add events to the International Feltmakers Association website by following the steps below.

STEP 1

Before logging in, it is a good idea to have your information ready.

You will be asked to complete the following:

Event Title

Event Description

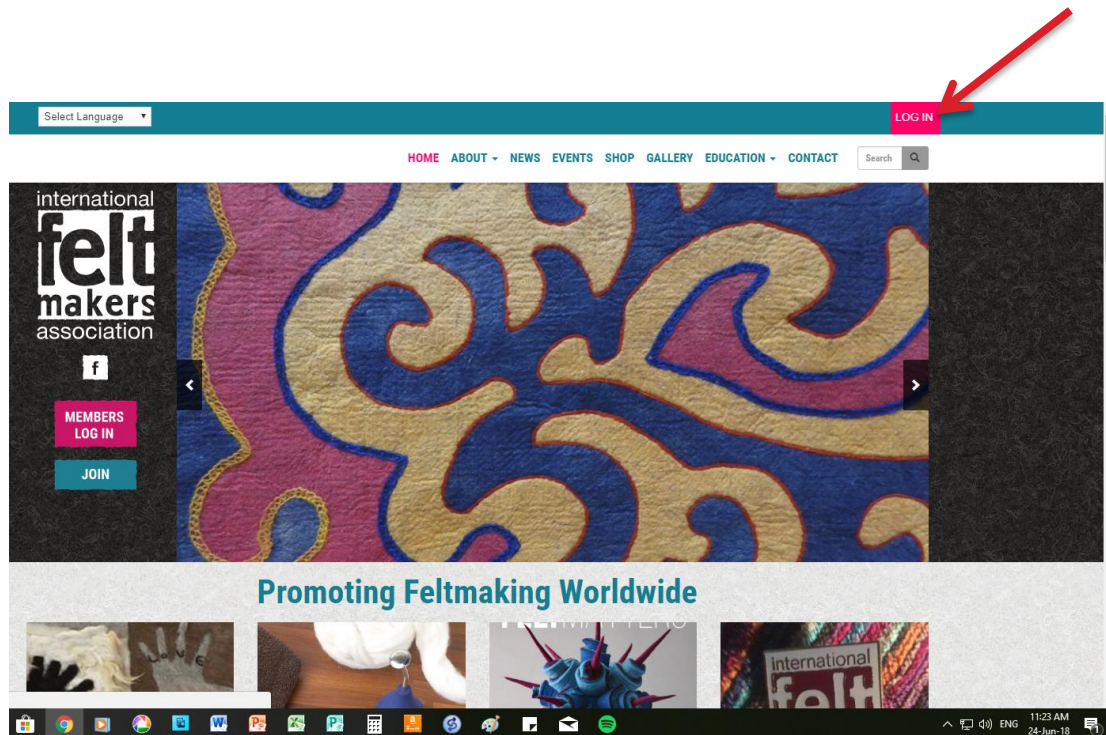
Event Category: you can add more than one, including whether it is a workshop or exhibition and the region it is taking place in

Image: for this you need access to a good quality photo (usually stored in Pictures)

Time, Date and Cost

STEP 2

Go to <https://www.feltmakers.com/> and in the top right-hand corner click on LOG IN.

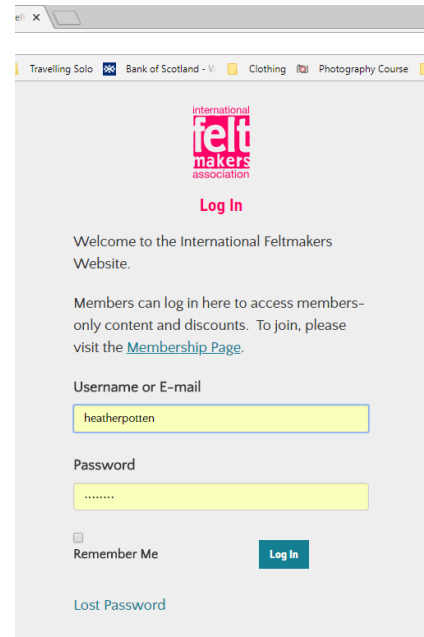




STEP 3

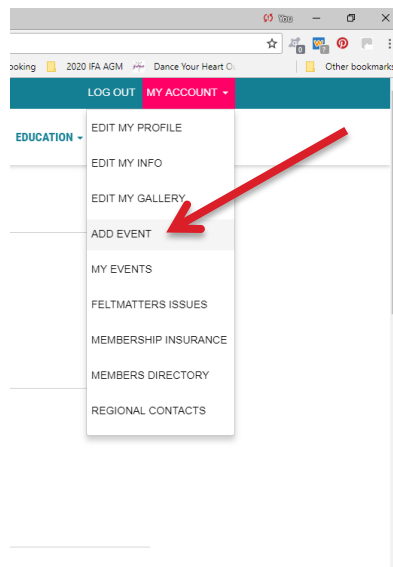
The LOG IN page will come up and you fill in your Username or E-mail address and your password. If you can't remember your password, click on Lost Password and you will be sent an email with instructions on how to reset your password.

Once you have filled in the details, click on Log In



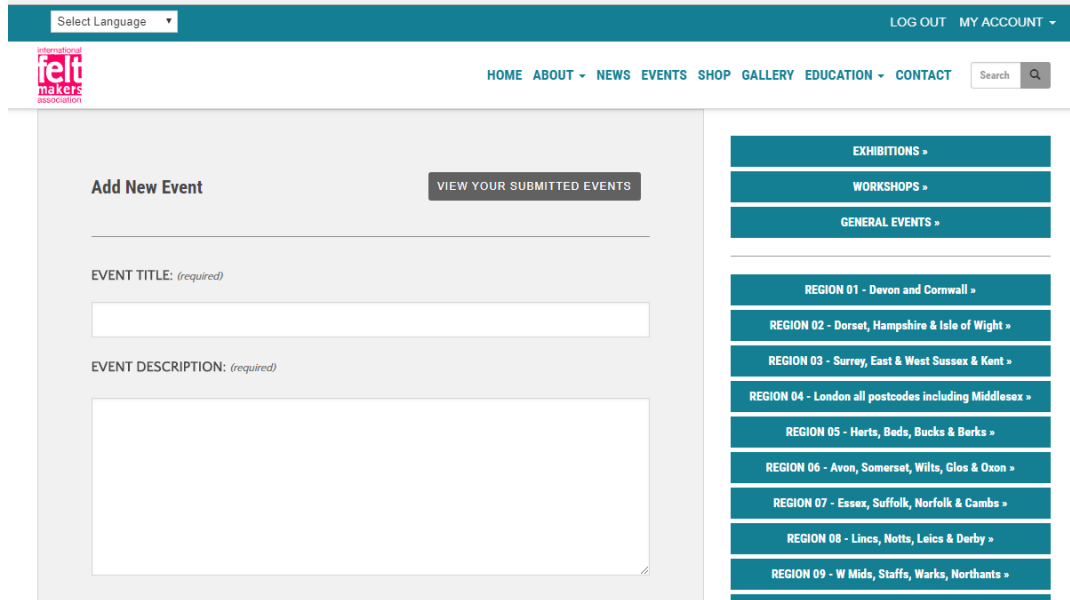
STEP 4

Once you are logged in, click on MY ACCOUNT, which will turn pink and give you a dropdown menu. Click on ADD EVENT.



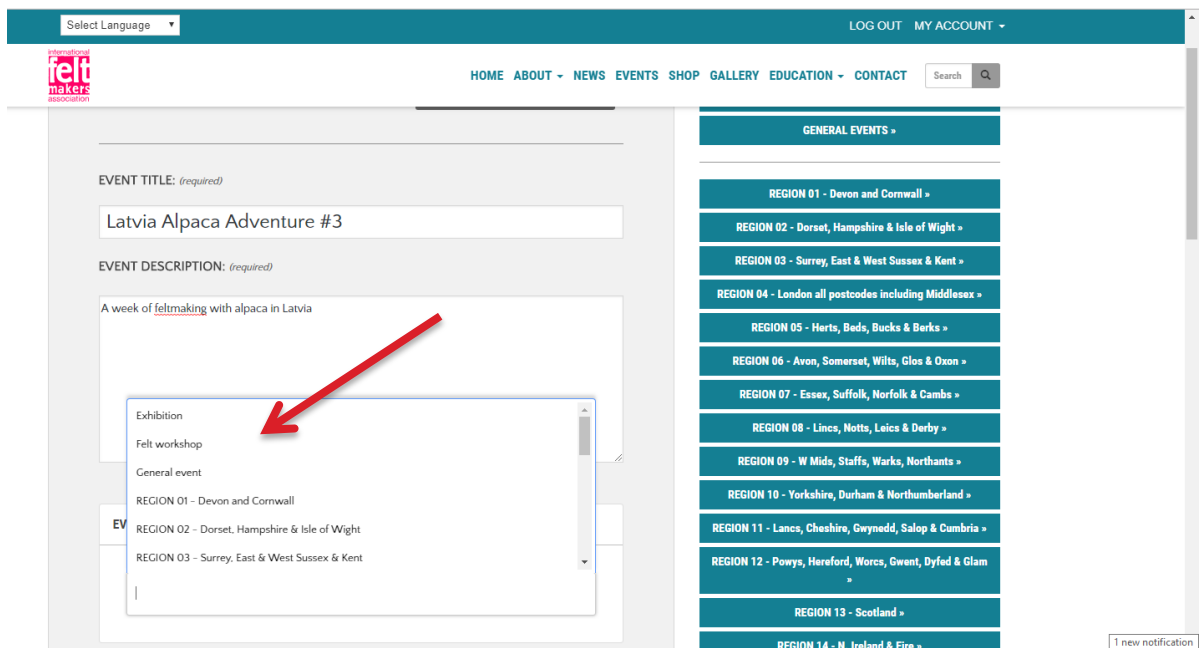
STEP 5

To add all the details you collected before you started, click into each field, starting with Event Title and Event Description.

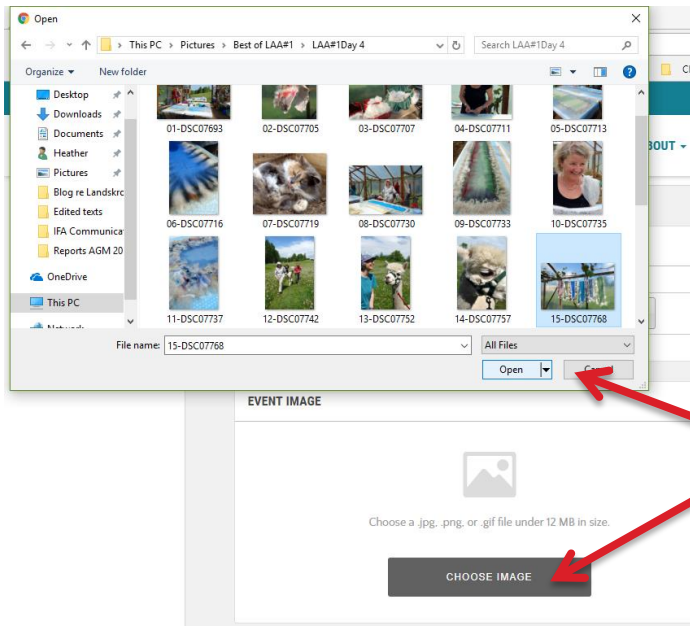


STEP 6

The Event Categories box reads [Search from Existing Categories](#). Click here and a list will come up. You can add more than one Category. Click to add each new one. If you make a mistake, click on the cross at the top right hand corner of the category you want to delete.



STEP 7

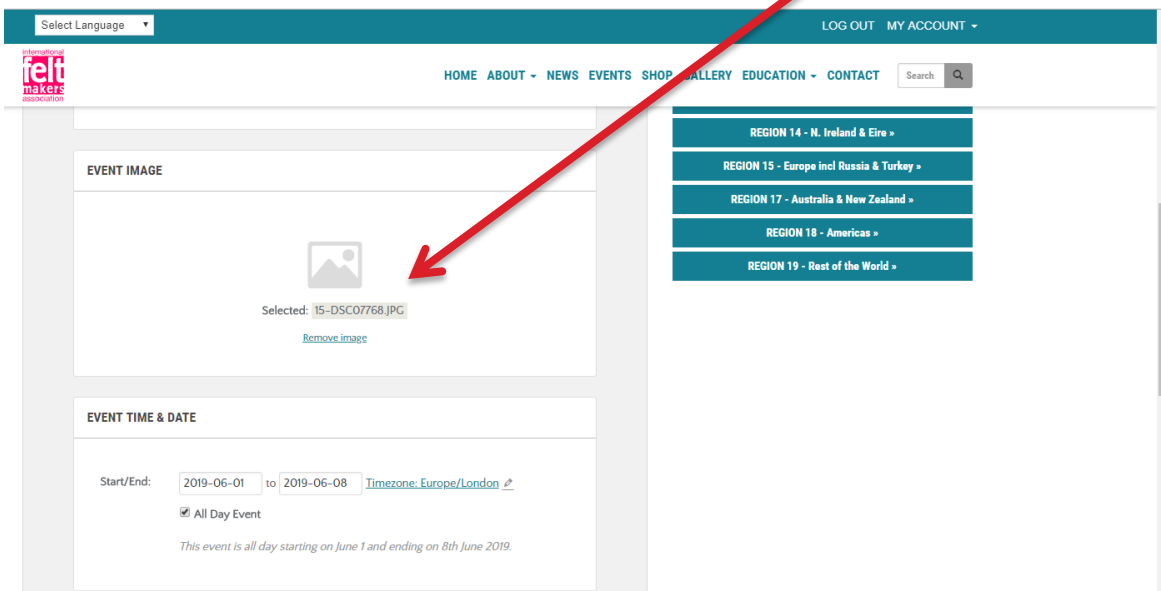


To add an image, click on Choose Image. This will take you to your folders. Go to Pictures and click on the image you want to use to illustrate your event. Click OPEN.

STEP 8

Please note: Your photograph will NOT appear at this point, but the image name will.

Continue to add the details of your event.



STEP 9

Once you have filled in all the details, scroll down to Click on Submit Event.

The screenshot shows the 'VENUE DETAILS' form. The 'Venue' dropdown is set to 'Griezites Alpakas' with an 'Edit Venue' link. The 'EVENT WEBSITE' section has an 'External Link' field containing 'http://www.griezitesalpakas.lv/news/'. The 'EVENT COST' section has a 'Cost' field with '£1250' and a note: 'Leave blank to hide the field. Enter a 0 for events that are free.' A red arrow points from the top right towards the 'SUBMIT EVENT' button at the bottom center.

You can review, edit and resubmit your events by clicking on My Events in the MY ACCOUNT drop-down menu (see example below).

The screenshot shows the 'My Events' page. It includes a search bar for 'Search Event Titles', tabs for 'UPCOMING EVENTS', 'PAST EVENTS', and a 'DISPLAY OPTION' dropdown. A table lists events with columns for STATUS, TITLE, ORGANISER, VENUE, CATEGORY, START DATE, and END DATE. A red arrow points to the 'View | Edit | Delete' links for the event 'Scottish Felters Summer School 2018'.

STATUS	TITLE	ORGANISER	VENUE	CATEGORY	START DATE	END DATE
✓	Scottish Felters Summer School 2018 View Edit Delete	–	Braeport Community Centre	Felt workshop, REGION 13 – Scotland	July 30 @ 10:00 am	August 3 @ 5:00 pm

And that's it.