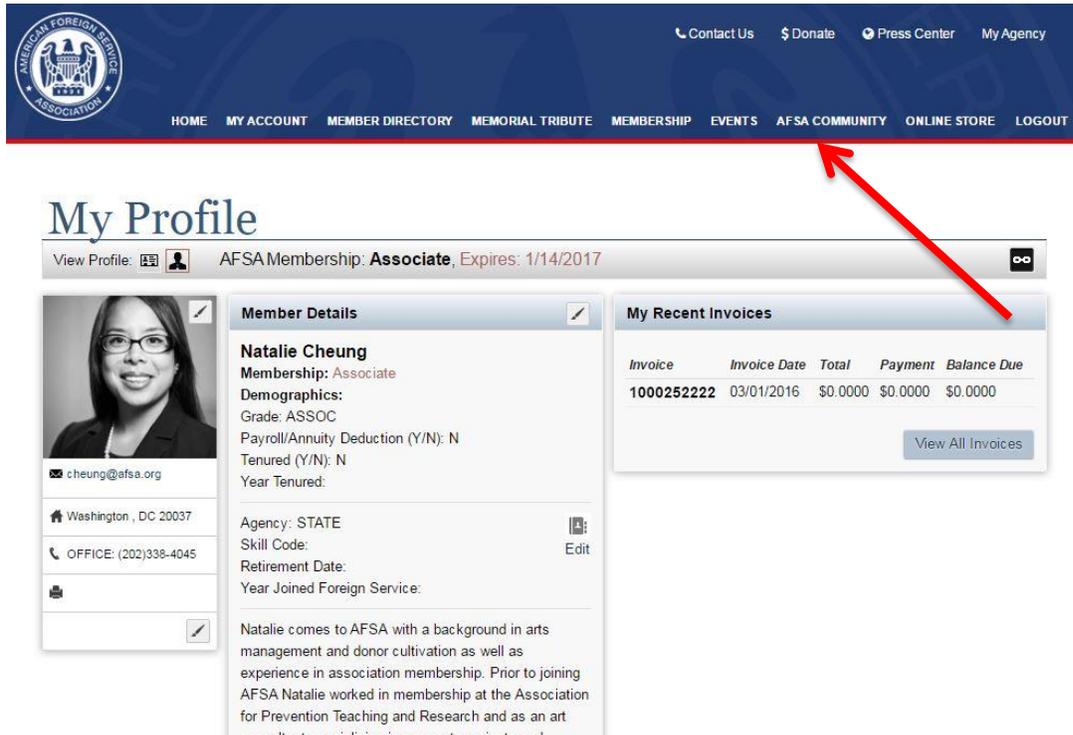


# How to Post an Event in the AFSA Community

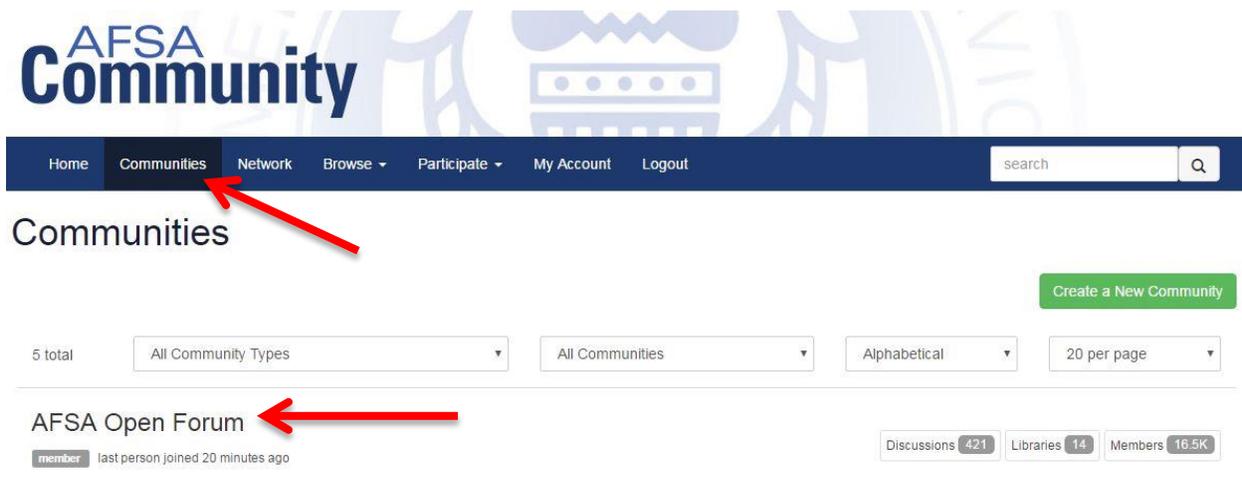
1. Go to [www.afsa.org](http://www.afsa.org). Log into your account and go to the AFSA Community.
2. One you're logged in click on the AFSA Community button:



The screenshot shows the AFSA website's navigation bar. The 'AFSA COMMUNITY' link is highlighted in blue and has a red arrow pointing to it. Below the navigation bar, the 'My Profile' section is visible, showing member details for Natalie Cheung, including her membership status (Associate), grade (ASSOC), and contact information. A 'My Recent Invoices' table is also present, showing a single invoice for 1000252222 dated 03/01/2016 with a total of \$0.0000.

Invoice	Invoice Date	Total	Payment	Balance Due
1000252222	03/01/2016	\$0.0000	\$0.0000	\$0.0000

3. Click on "Communities" and then click to enter the "AFSA Open Forum."



The screenshot shows the AFSA Community page. The 'Communities' link in the navigation bar is highlighted in blue and has a red arrow pointing to it. Below the navigation bar, the 'Communities' section is visible, showing a list of communities. The 'AFSA Open Forum' community is highlighted in blue and has a red arrow pointing to it. The page also displays a search bar, a 'Create a New Community' button, and filters for community types, location, and sorting options.

5 total

**AFSA Open Forum**  last person joined 20 minutes ago Discussions 421 Libraries 14 Members 16.5K

4. Click on the "Events" tab.

The screenshot shows the AFSA Community website header. The navigation bar includes links for Home, Communities, Network, Browse, Participate, My Account, and Logout. A search bar is located on the right. Below the navigation bar, the page title is "AFSA Open Forum" with a Settings icon. A secondary navigation bar contains tabs for Community Home, Discussion (421), Library (14), Blogs (0), Events (2), and Members (16.5K). A red arrow points to the "Events" tab.

5. Click on the green "Add an Event" button.

This screenshot shows the "Events" page on the AFSA Community website. The navigation bar and secondary tabs are the same as in the previous screenshot. The main content area lists two events: "Foreign Service Day Reception" (May 6, 4:15 PM - 5:30 PM (ET)) and "The Coordination of FEHB and Medicare" (May 12, 2:00 PM - 4:00 PM (ET)). A green "Add an Event" button with a dropdown arrow is located in the top right corner of the event list. A red arrow points to this button. At the bottom of the page, there is a footer with the text "Copyright © 2016 American Foreign Service Association" and "Powered by Higher Logic".

6. Fill out the event information form including the contact details. It's important to select an end date and the "display until event end date button" so that your event will automatically expire in the AFSA Community after the event occurs.

## Create/Edit Event

### Event Details

Event Title: FS Retiree Meet & Greet in Baltimore, MD

Event Type: Community Event

Community (optional): AFSA Open Forum

Start: 04/23/2016 12:00 PM

End (optional): 04/23/2016 3:00 PM

Time Zone: (UTC-5:00) Eastern Time (US & Canada) Time Zone required for download to calendar

Event Visibility

Calendar & Event List Display	Search Results Display
<input type="radio"/> Do Not Display	<input type="radio"/> Do Not Display
<input checked="" type="radio"/> Display Until Event End Date	<input checked="" type="radio"/> Display Until Event End Date
<input type="radio"/> Always Display	<input type="radio"/> Always Display

7. Scroll down the page and fill out your contact information. If the main point of contact is yourself you can click the "Insert my contact information" button and it will do so automatically.

### Contact Information

Insert my contact information

First Name (optional): Natalie

Last Name (optional): Cheung

Email (optional): cheung@afsa.org

Phone (optional): (202)338-4045

8. Fill out the event description. Here you can say a little about what your event is about, insert pictures or links to your event website.

### Event Description

Switch to reader compliant editor

Font Name: S... Paragraph: A B I U [List icons] [Table icon]

[Cut icon] [Copy icon] [Paste icon] [Undo icon] [Redo icon] [Image icon] [Link icon] [Unlink icon] [Table icon] [Table icon] [Table icon] [Table icon] [Table icon] [Table icon]

**9. You have the option of including a logo for the event.**

### Event Logo

Events can have an associated logo appearing with the event details in search results, events listing and event detail page



Choose File No file chosen

\*NOTE - maximum dimension of either height or width is 250px. Uploaded images will automatically be resized to meet this requirement

**10. If you would like for people to register for an event using your own registration system you can select that option in the drop down.**

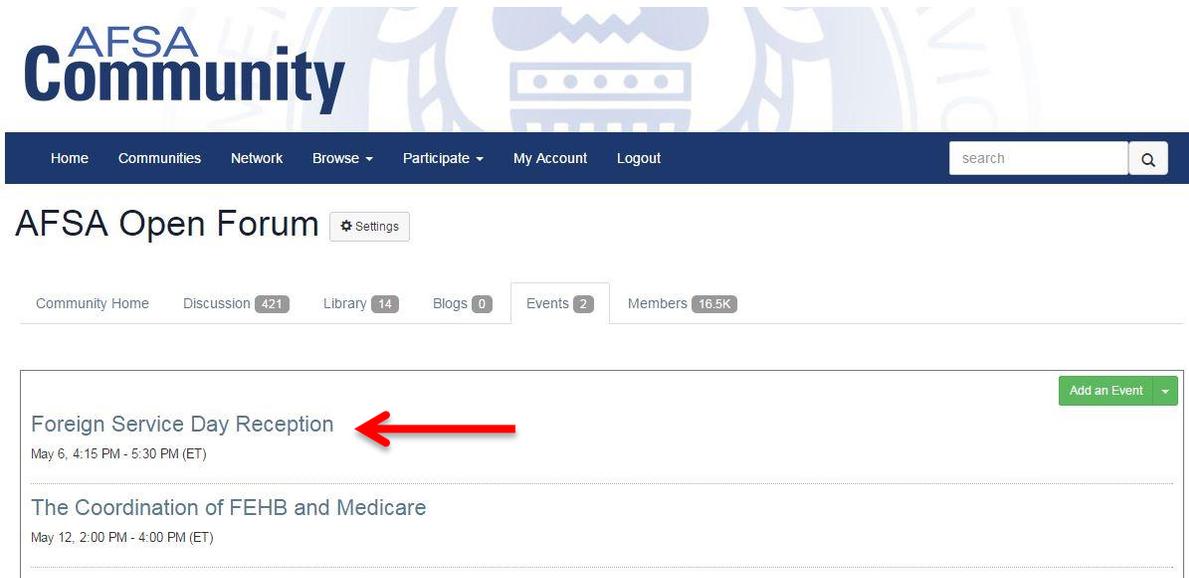
**If you are finished working on your event posting. Click “Finish” and the event will be posted.**

### Registration

What registration process will participants use for this event?

Save and Continue Editing Finish Cancel

**11. If for any reason you need to edit or delete your event you can simply navigate back to the Events tab and click on your event. Once you are in the event you can click on “Edit Event”. Once you click on “Edit Event” you can change the details of your event. If you wish to delete your event scroll all the way to the bottom of the page and click the red “Delete this Event” button.**



**AFSA Community**

Home Communities Network Browse Participate My Account Logout search

AFSA Open Forum Settings

Community Home Discussion 421 Library 14 Blogs 0 Events 2 Members 16.5K

Foreign Service Day Reception May 6, 4:15 PM - 5:30 PM (ET)

The Coordination of FEHB and Medicare May 12, 2:00 PM - 4:00 PM (ET)

Add an Event

**TIP:** If you are interested in attending an event you can easily add it to your Gmail or Outlook calendar using this "Download to Your Calendar" button.

## Foreign Service Day Reception

[Edit Event](#)

[Download to Your Calendar](#)

Friday, May 6, 2016, 4:15 PM - 5:30 PM (UTC-5:00) Eastern Time (US & Canada)

The American Foreign Service Association is pleased to invite you to attend a **reception in honor of the Foreign Service Day** taking place on, **Friday May 6**. This reception will take place at AFSA headquarters, 2101 E Street NW from **4:15-5:30 pm**. We hope that you will be able to join us for this festive occasion. **Please RSVP to [events@afsa.org](mailto:events@afsa.org)** if you are able to attend.

### Comments

[Add](#)

[Save and Continue Editing](#) [Finish](#) [Delete this Event](#) [Cancel](#)