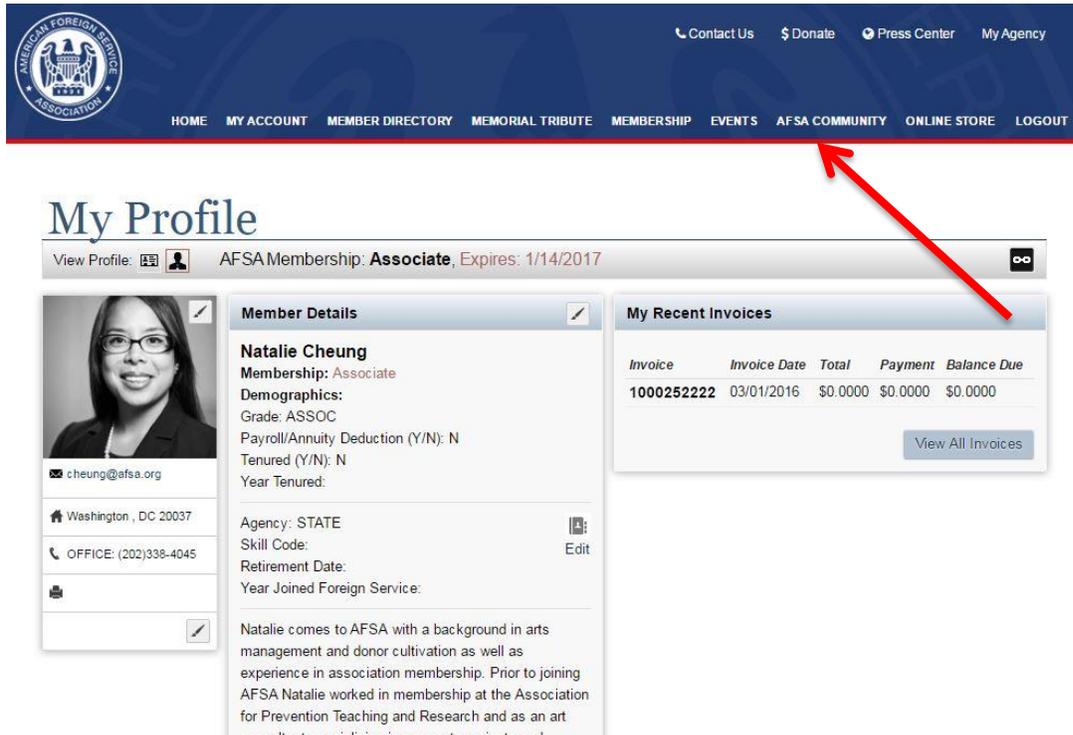# How to Post an Event in the AFSA Community
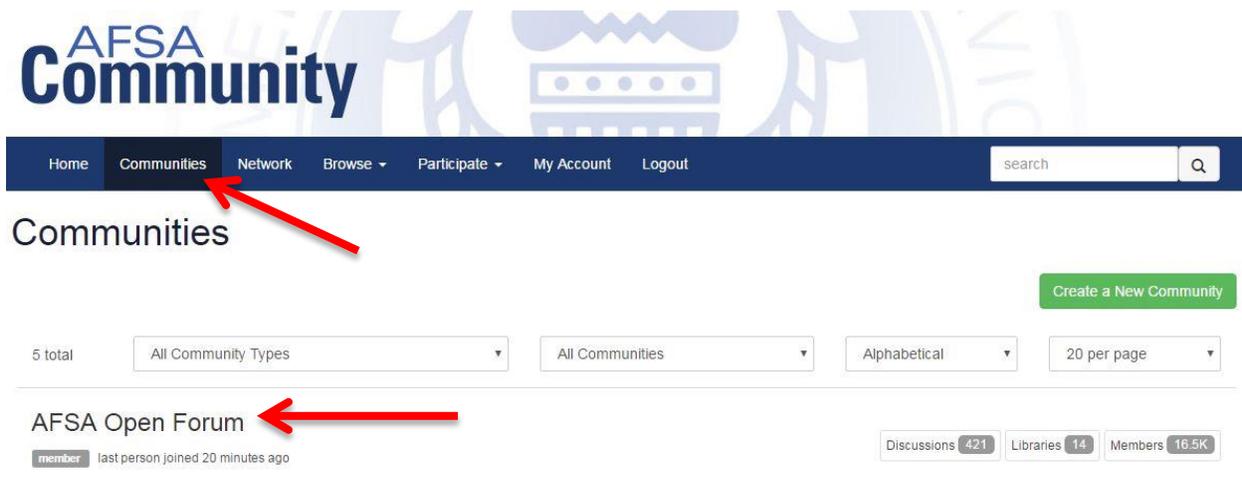
1. Go to www.afsa.org. Log into your account and go to the AFSA Community.

2. One you're logged in click on the AFSA Community button:

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

4. **Click on the "Events" tab.**

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

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
	○ Do Not Display	○ Do Not Display
	● Display Until Event End Date	● Display Until Event End Date
	○ Always Display	○ 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

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

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.

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.**
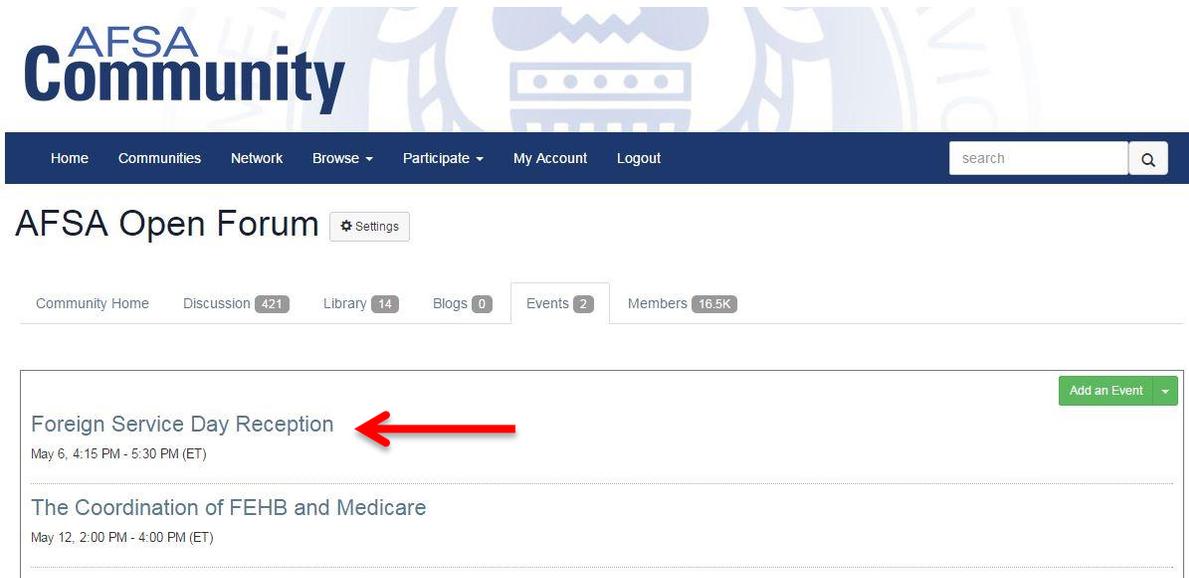
AFSA Community

Home   Communities   Network   Browse ▾   Participate ▾   My Account   Logout

search 🔍

Foreign Service Day Reception

Edit Event

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 if you are able to attend.

Download to Your Calendar

Comments

Add

Save and Continue Editing   Finish   Delete this Event   Cancel