

Colorado Cancer Coalition Add/Edit an Event

*Some of your events may already be listed. Search for your event first. If it is listed, please notify becky.selig@state.co.us and she will make you the author of the event, so it will show up when you login.

*If your current event listed is a recurring event and you need to make a change to just one session, please contact becky.selig@state.co.us with the date and the change you need. IF the change is for all future events going forward, you can make the change yourself as long as you followed the step above to let Becky know you should be the author.

Do you have a username and password already?

1. **If no**, scroll to Programs -> Event Calendar
-> Submit an event



The screenshot shows the top navigation bar with the Colorado Cancer Coalition logo on the left and social media icons (Facebook, Twitter, LinkedIn) on the right. Below the navigation bar is a brown banner with the text "Upcoming Events" on the left and "You are here: Home / Posts / Submit an Event" on the right. The main content area contains a login form with the text "Please log in first." followed by input fields for "Username or Email" and "Password". Below these fields is a "Remember Me" checkbox and a blue "Log In" button. At the bottom of the login section is a "Register" link.

2. Click on Register.
3. Information will be emailed to you.

The screenshot shows a registration form titled "Register For This Site". It has input fields for "Username" and "Email". Below the email field, it says "Registration confirmation will be emailed to you." and there is a blue "Register" button. At the bottom of the form, there are links for "Log in" and "Lost your password?". The form is set against a background image of a mountain landscape.

1. **If yes**, go to Programs -> Event Calendar -> Submit an event
2. Login

Please log in first.

Username or Email

Password

Remember Me

[Log In](#)

[Register](#)

3. Add your event information

Adding New Event Information

1. Event title - name of event
2. Event description - details of the event. **Be sure to include a room number here.**
3. Event Category - Tag as many that make sense.

<ol style="list-style-type: none"> a. Blood Cancer b. Breast Cancer c. Caregivers d. Colorectal Cancer e. Complementary Therapies f. Educational Events g. Events <ol style="list-style-type: none"> i. CCC Events ii. Fundraiser h. Exercise i. Family History j. Financial Barriers k. HPV Prevention 	<ol style="list-style-type: none"> l. Integrative Therapies m. Lung Cancer n. Nutrition o. Ovarian Cancer p. Patient Navigation q. Prostate Cancer r. Skin Cancer s. Spanish Speaking t. Support Groups u. Survivorship v. Task Force Meetings
---	---

Upcoming Events

You are here: Home / Posts / Submit an Event

My Events

Not Christi Cahill? [Log Out](#)

Event Title: (required)

Event Description: (required)

EVENT CATEGORIES:

- Blood Cancer
- Breast Cancer
- Caregivers
- Colorectal Cancer
- Complementary Therapies

4. Add an image if you have one. PNG, JPG, and GIF under 5 MB are allowed.

EVENT IMAGE

Upload: no file selected

Images that are not png, jpg, or gif will not be uploaded. Images may not exceed 5 MB in size.

EVENT TIME & DATE

All day event?

Start Date / Time:

2016-10-21

@

08

00

am

End Date / Time:

2016-10-21

@

05

00

pm

5. Add the date.

6. Add the beginning time and the end time. Leave timezone as Denver.

7. Choose a recurrence if necessary.

Recurrence Rules:

None

8. If it's a recurring event, custom is probably what you want to set up.
9. Choose custom
- 10. Put when the recurring event will end. Please be sure to put an end date, so it doesn't clog the calendar.**
11. Choose frequency (Daily, monthly, weekly, or yearly)
12. Choose how often (once a month, once a week, etc)
13. Choose the day of the week (first Thursday, second Monday, etc.)

Recurrence Rules: ▲

Custom ⌵

and will end

On ⌵

2016-10-21

Frequency

Daily ⌵

Every

1

Day(s) Same time

An event every 1 day(s) that lasts 0 day(s) and 9 hour(s), the last of which will begin on 2016-10-21

[Add Another Rule](#)

14. A summary will show up at the bottom.
15. You can leave recurrence description blank.
16. Add Venue Details
17. Some venues may already be selected. Search for your venue first and if it's not there, add a new venue. **If there is a suite number, add the suite number in the Event description at the top.**

VENUE DETAILS

Use Saved Venue: Use New Venue ▼

Venue Name:

Address:

City:

Country: Select a Country: ▼

State or Province:

Postal Code:

Phone:

Website:

Show Google Map:

Show Google Maps Link:

18. Add organizer details. Who to RSVP to. Who to contact.
19. Some organizers may already be selected. Search for your organizer first and if it's not there, add a new organizer.
20. Add event website or registration link.

ORGANIZER DETAILS

Use Saved Organizer:

Organizer Name:

Phone:

Website:

Email: The e-mail address will be obfuscated on your site to avoid it getting harvested by spammers.
[Add another organizer](#)

EVENT WEBSITE

URL:

21. Add event cost if necessary.

EVENT COST

Currency Symbol:

Before cost:

Cost:

Leave blank to hide the field. Enter a 0 for events that are free.

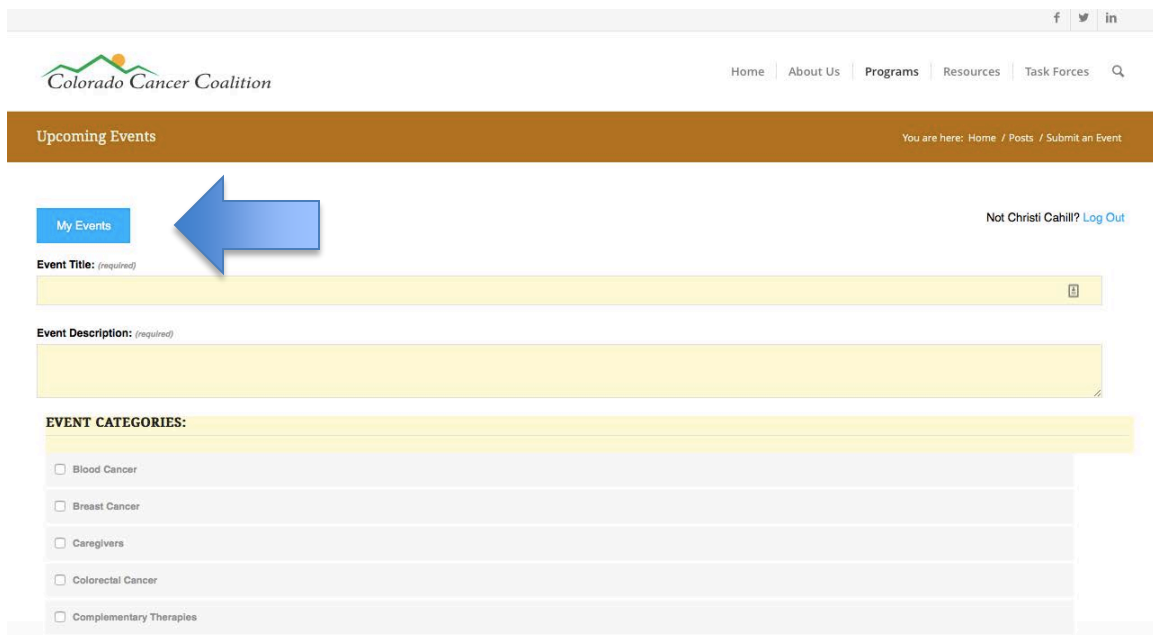
[Submit Event](#)

22. **SAVE your event!**

23. Events will be added as pending, so they will not show up until the Colorado Cancer Coalition approves them. The CCC will receive an email to confirm the event and then it will be posted.

Updating Current Event Information

1. Once you are logged in, click My Events.



Colorado Cancer Coalition

Home | About Us | **Programs** | Resources | Task Forces

Upcoming Events You are here: Home / Posts / Submit an Event

[My Events](#) Not Christi Cahill? [Log Out](#)

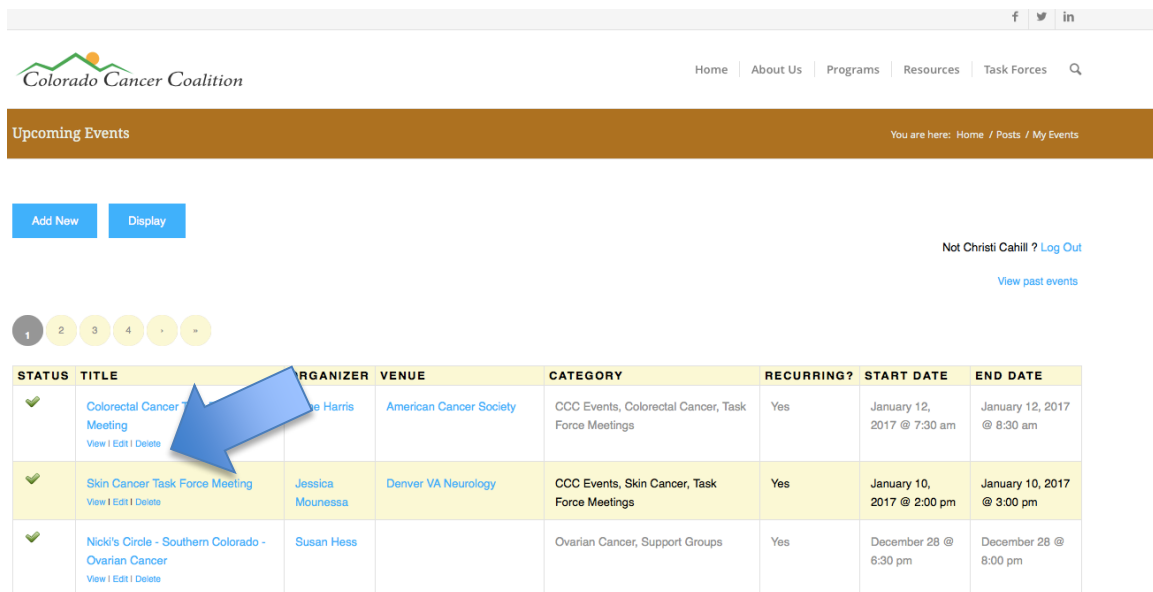
Event Title: *(required)*

Event Description: *(required)*

EVENT CATEGORIES:

- Blood Cancer
- Breast Cancer
- Caregivers
- Colorectal Cancer
- Complementary Therapies

2. A table of your events will show up.



Colorado Cancer Coalition

Home | About Us | Programs | Resources | Task Forces

Upcoming Events You are here: Home / Posts / My Events

[Add New](#) [Display](#) Not Christi Cahill? [Log Out](#)

[View past events](#)

1 2 3 4 -

STATUS	TITLE	ORGANIZER	VENUE	CATEGORY	RECURRING?	START DATE	END DATE
✓	Colorectal Cancer Meeting	Christi Harris	American Cancer Society	CCC Events, Colorectal Cancer, Task Force Meetings	Yes	January 12, 2017 @ 7:30 am	January 12, 2017 @ 8:30 am
✓	Skin Cancer Task Force Meeting	Jessica Mounessa	Denver VA Neurology	CCC Events, Skin Cancer, Task Force Meetings	Yes	January 10, 2017 @ 2:00 pm	January 10, 2017 @ 3:00 pm
✓	Nick's Circle - Southern Colorado - Ovarian Cancer	Susan Hess		Ovarian Cancer, Support Groups	Yes	December 28 @ 6:30 pm	December 28 @ 8:00 pm

3. View, edit, or delete your events. ***Please note that if you created a recurring event, any change you make will be made to all of the events in that series. If you need to make an edit to just one in the series, you can contact becky.selig@state.co.us.**