



## EVENT CALENDAR

### HOW TO SHARE YOUR EVENTS

*Gather all your information before-hand. Compose the majority of your details and destination information in a text or Word document before-hand. Then you can copy/paste from that document into the DESCRIPTION/COMMENTS box.*

### HOW TO ADD AN EVENT

For Queens and Chapter/Group Administrators only:

1. **LOG IN** to your with your **Username** and **Password** on the RHS homepage. You should “land” on the Official Red Hat Society Group.
2. Click on **GROUPS** on the navigation bar below “WELCOME, Your name”.
3. Under your group click on **Manage Group**
  - a. If you are Queen / Admin over more than one group, select the appropriate host group for the event being held.
4. Click **Group Admin Options** – a menu will display with several sections to choose from.
5. Under **Calendar Management** click “**Add a New Event**”.

Fill out all fields.

- **STATUS** = Active. (Inactive means it will not show anywhere).
- **NAME** = name of the event. Include dates, “name”, and location (city, state/province, country). Example: 05/25/16 – TEA TRAMPS - OLIVE GARDEN ORANGE CALIF.
- Is event visible to signed-in members only? = **always answer YES**.
- **GMT offset**: select timezone appropriate to your country / region. Example: For California – use \*GMT -8:00) Pacific Time (US & Canada). For UK – use (GMT) Western Europe Time, London, Lisbon, and Casablanca. Select the appropriate option for Daylight Savings Time.
- **START & END DATES / TIMES** = as applicable.
- **EVENT DATE / TIME FOR DISPLAY** = N/A. System sets this automatically for recurring events only.
- **RECURRENCE SETTINGS** = WOW!! You can post a recurring event, i.e.: your group meets the same date every week / month. “We meet every Thursday morning for coffee”.

- **LOCATION INFORMATION** = actual physical address / location where the event is being held.
  - **Presenter** = enter your Chapter Group Name as the hostess of the event. Example: Hosting RHS Chapter Group - 67906 TEA TRAMPS
  - Select Country first, then the state/province from the Location dropdown.
  - For other than US/Canada, select Country and then type in your region / area name.
- **CONTACT INFORMATION** = who to contact for more information or to RSVP. If people need to contact a cruise or travel person, please put their information in the DESCRIPTION/COMMENTS box.
- **REGISTRATION SETTINGS** = N/A for chapter events (Chapter hostesses do their own registrations).
- **EVENT IMAGE/LOGO** = you can upload a graphic or photo (from your computer) to be displayed on your chapter's calendar.
- **DESCRIPTION/COMMENTS** box = Enter full event details, including cost, maximum attendees, hotel info, transportation info (bus, train, etc. trips), meal choices, entertainment, contests, etc. You can copy / paste from a pre-written word doc.
- **ALWAYS USE the Advanced Editor** in order to customize font, color, size, numbered or dotted lists, etc.

## HOW TO PUBLISH YOUR CHAPTER EVENT TO THE MAIN RHS EVENT CALENDAR:

1. First – create your event to your Chapter Group Calendar as above.
2. Go to EVENTS > SUBMIT AN EVENT. Fill out all fields. (Completed form is sent to [eventcalendar@redhatsociety.com](mailto:eventcalendar@redhatsociety.com) for HQ processing). Please allow at least 5-10 business days for turnaround. (HQ is closed on Fridays).

Updates, registration forms, or additional information “after the fact” may be communicated via email to the Members who contact you about the event. Need help? Have questions? Please contact Calendar Admin at [eventcalendar@redhatsociety.com](mailto:eventcalendar@redhatsociety.com)

## HOW TO VIEW EVENTS ON THE CALENDAR

1. **LOG IN** to your account with your **USERNAME** and **PASSWORD**.
2. Click on **QUICK LINKS** in the tool bar at the top under "Welcome, [Your Name]"
3. Click on **EVENT SEARCH**.
4. Search is by keyword. Enter the event name or city / state / region / county of the event. Every event within your search criteria will show.
5. Click on the event to view event details.