

## HOW TO ADD AN EVENT or CORRECT AN EVENT

To add or correct an event please use the online form available in the Chapter Leaders section. The information requested keeps event/rally information consistent. It is then sent to both the webmaster and the magazine editor at the same time, so your event will appear correctly in both places.

Please DO NOT enter the information yourself on the calendar as it will not be distributed correctly and WILL NOT show up correctly on the website or be listed in the magazine.

To add a chapter event or rally it is imperative that the following procedure be followed if you want it to show up on the calendar and in the magazine. It's very easy and you can include everything your members need to know about the event. To add an event:

1. Log In to the website
2. Click on Members Only
3. Click on Chapters
4. Click on Chapter Leaders Only
5. There you will see : "Add or Correct an Event to the Calendar"
6. Just click on that and it takes you directly to the online form to gather all the information we need from you.
7. Hit submit and you are done.

You will need one form for each of your rallies/events.

Thanks!