



National
Peace Corps
Association

How to Add Events to the Peace Corps 50th Anniversary Calendar

- Select the Sign in tab
- Create a New Account or Sign In with your Social Network of choice.
- After verifying your email, sign in.
- Select the Add Event Tab
- Fill in the **Session Title** (title of your event)
- Select the – option for **Venue**, **do not create a new venue**, if you want to include venue information and details, add it to your Session description.
- The **Start Date and Time** and **End Date and Time** of your event (24 hour clock)
- Enter **Contact Email**. This field will not be visible on the calendar; it will only be used by calendar administrators to contact the event coordinator in case any changes or questions need to be addressed.
- Select one or more **Session Type** from your choices on the drop down menu
- Fill in as much detail as you think necessary in the **Description** field.
- If you would like to insert more information, select “Show extended fields like Speakers, Tags, Photo URL and more...”
- *Please read these details before filling out extra field options.*
 - If you want a photo or logo to appear on your event, include a link to your image in the **Photo URL** field.
 - If you have set up an RSVP or ticketing page on third-party sites like Evite or Eventbrite, put the link to that page in the **RSVP URL** field.
 - If your event is invitation only, select the **Invitation Only** box.
 - The **Audience** field is meant to easily identify whether an event is “Ticketed” or “Free/Open to the Public”. If you fill in that field, you must select one of those two options.
- After filling out the spam-prevention box, select **Submit for approval**, and your event will be sent to calendar administrators.

After submission, you will not be able to directly edit or remove any events you submit. If you have any changes or questions about your event, contact us at 50thcalendar@peacecorpsconnect.org.