EVENT CALENDAR

STEP ONE: URLLOGIN
☐ Use the following URL to access the event calendar login:
http://staging.jfedelpaso.org/add-calendar-events-partner-agencies/
☐ select the box Partner Agencies
☐ Partner Agencies Event Submission Form login will be displayed
☐ Login to your account. If you need a password reset, you may use the “Lost your password” link to reset it. If need be, you may contact Jewish El Paso to reset your password at Letsconnect@jewishelpaso.org.

STEP TWO: EVENT SUBMISSION FORM
☐ Enter the Event Title. Example: Book Zone, Mountain Retreat, Scholar and Residence Weekend, etc. (Do not include your organization in the title).
☐ Enter the event description, **25-word maximum**.
☐ Enter the time of your event. It is important to note that “Time zone: America/Denver” is MST -7:00. If your event is an all-day event, please check the “All Day Event” check box.
☐ If your event reoccurs weekly, monthly, annually, etc. select “Schedule multiple events. 5 new boxes will populate to accommodate your schedule. Select the proper reoccurring option for your event. Only select dates up to June 30, 2023.
☐ You may use the “Hide details” tab if you need to make more detailed adjustments. Example: if one event in the series is going to be on a different date or time than the others in the series.
☐ You may also use the “Add Exclusion” if there is a date in the series that will not occur.
☐ The recurrence description may be used to override the original description, provided in bullet point number 2 of this tutorial.

STEP THREE: SUBMIT EVENT
☐ Once step two is completed, select the “Submit Event” button.
☐ Once the Event is submitted, Jewish El Paso will receive a notification to review and approve the calendar entry.
☐ Once approved, your calendar entry will appear on the live calendar.

EDIT EVENT
☐ Select View your submitted events.
Select Edit underneath the event you would like edit. You may edit an event if it is approved or pending approval from Jewish El Paso.

Select update to save changes.

DELETE EVENT

Select View your submitted events.

Select delete underneath the event. A text box will appear to confirm, select ok.

Once deleted it cannot be undone.

NOTES

Only post confirmed events and programs to the calendar

Please remove exceptions for holidays when scheduled reoccurring events.

The goal of the calendar is to inform the community of the wonderful things happening in our community and to keep our partners informed. Garbage in and garbage out.