Catalog or site administrators add events to a portal. Events appear in catalogs and be added to the site calendar.

Posting Events

Easy posting process
Create an event post adding a title, selecting an event type, entering keywords and either uploading a file or filling out the text & graphics section. Add the event schedule and add event registration if needed.

Virtual or Live
Designate if the event is in person or over the web. The system will ask you to add either an address or web access information.

Add a file to an event
Uploaded files or are displayed in the content viewer. If no file is added, the description area is displayed.

Delivery Options
The posting process lets you specify which member types can view it. Set options for content sharing – download and email share.

Scheduling Options
Schedule events for one time only, on a recurring schedule or to occur over one. or more days

Site Calendar
Events can be added to the home page calendar manually or automatically