



INSTRUCTIONS TO POST EVENTS

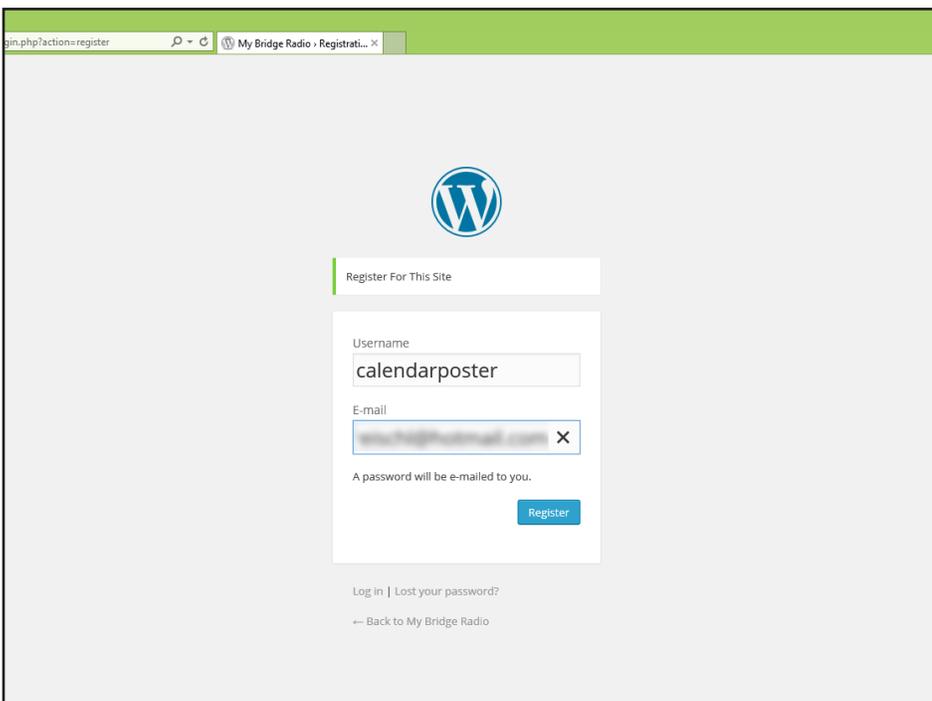
1. Register to Post Events

Roll over the menu item "Submit Event" and choose "Register to Post Events" located under "In This Section".



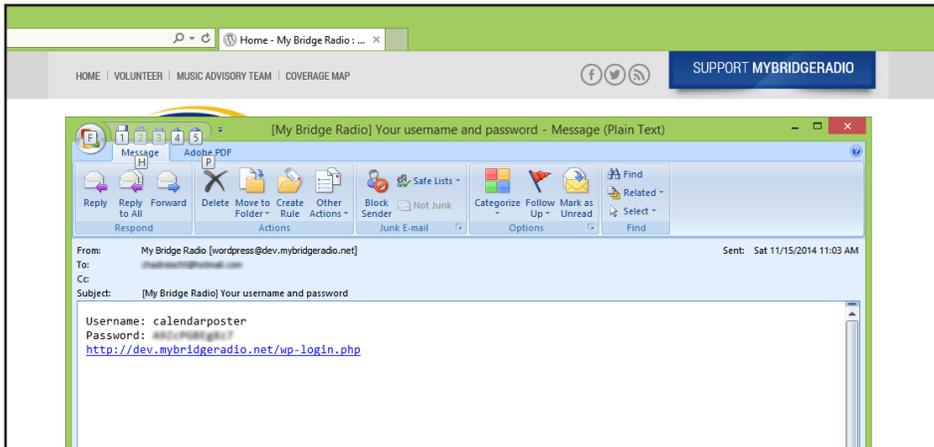
2. Create new user account

Enter a desired username. This cannot be changed later. Enter an email address that you want to use for communication.



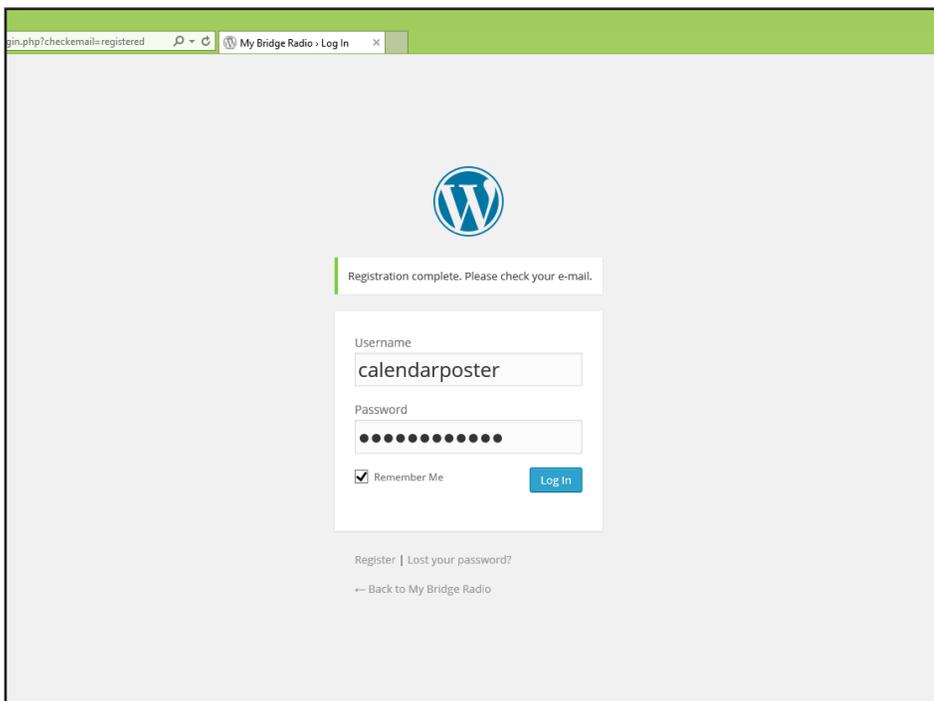
3. Check your Email

You will receive an email with your username and default password. Check your spam folder if you don't receive the email within a couple minutes. You will be able to change your password in later steps.



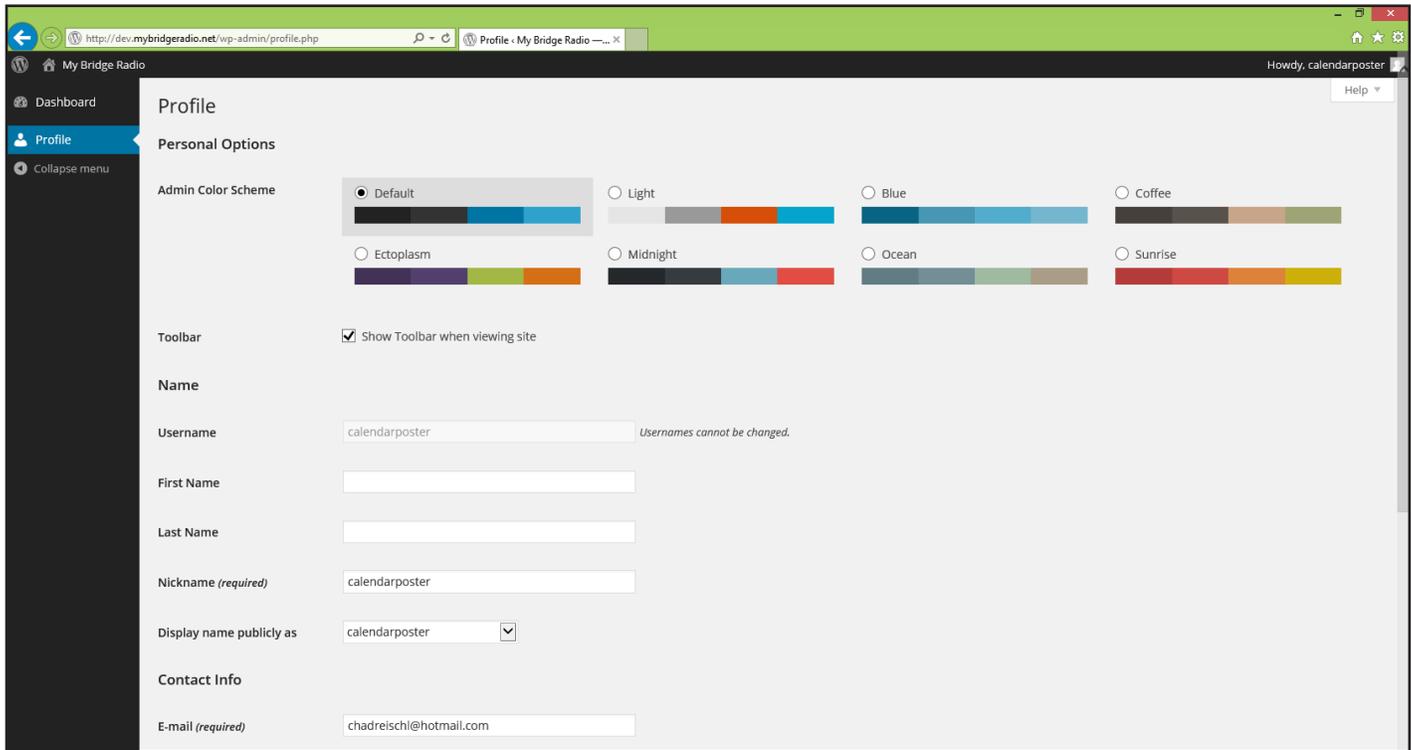
4. Login

Using the information provided in the email, login to our website to post your event.



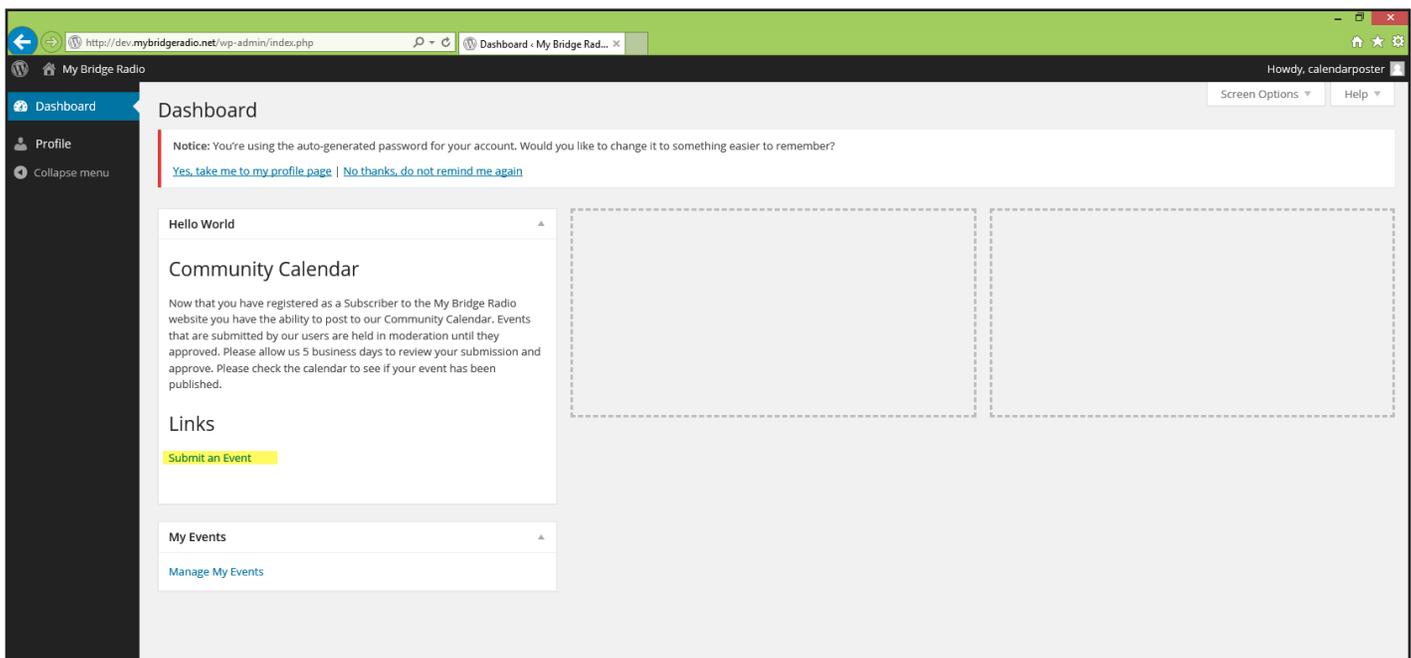
5. Update User Information

After logging in you will be directed to your Dashboard. The initial screen will allow you to update the rest of your information and change your password.



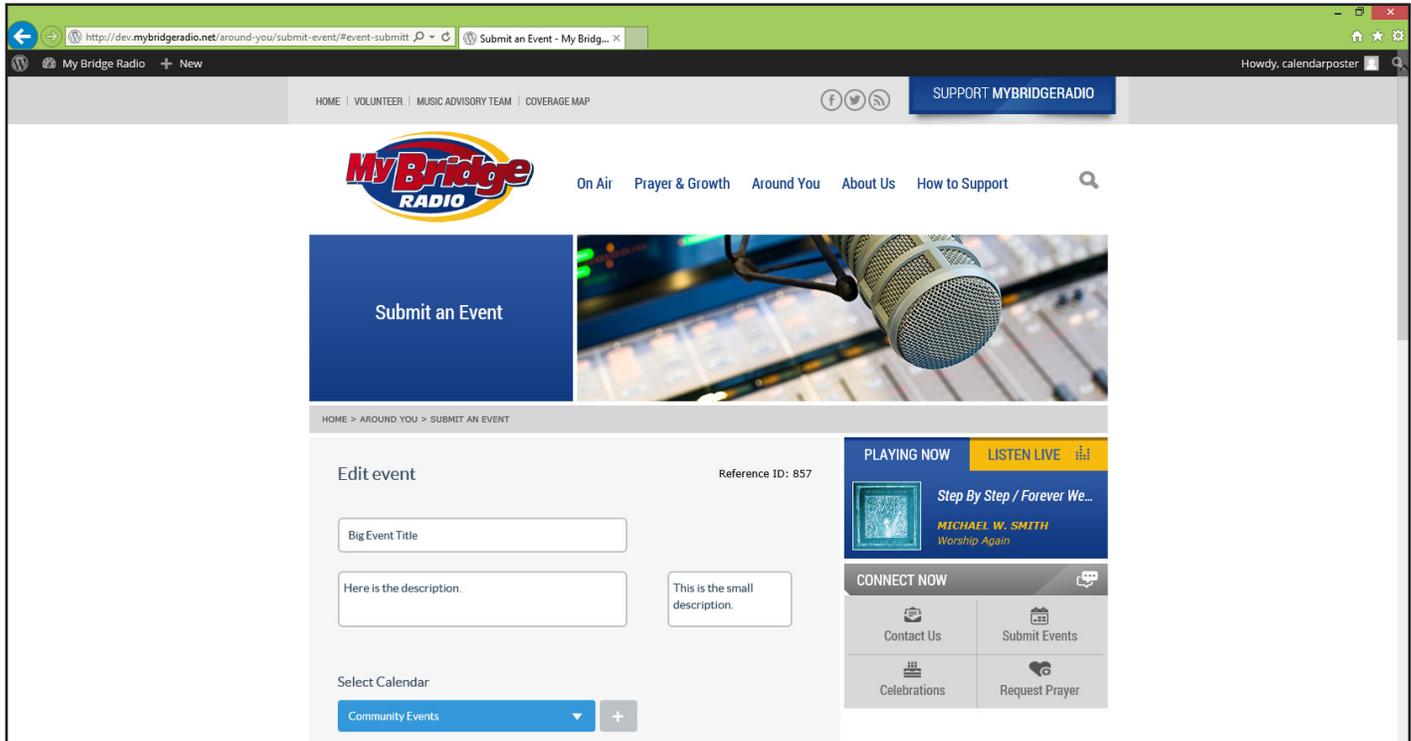
6. Check Dashboard

Clicking on "Dashboard" on the left menu will show you instructions and the link for posting an event. After posting an event you will be able to check here for the status of each event. Under "Links" choose "Submit an Event" to go to the event submission form.



7. Enter Event Information

Enter your event information by filling out the form as complete as possible. Under "Select Calendar" you will choose "Community Calendar". If you are a new "Organizer" or have a new "Venue" then you can click the + button and add them. Once you have been setup as an organizer and your venue has been setup then you can choose them from the drop down on future event postings. Please check the drop down before creating new "Organizers" or "Venues" to help us avoid duplicates.



The screenshot shows the 'Submit an Event' page on the MyBridgeRadio website. The page features a navigation bar with links for HOME, VOLUNTEER, MUSIC ADVISORY TEAM, and COVERAGE MAP. The main content area includes a 'Submit an Event' button, a form for entering event details, and a sidebar with live music information and connection options.

Form Fields:

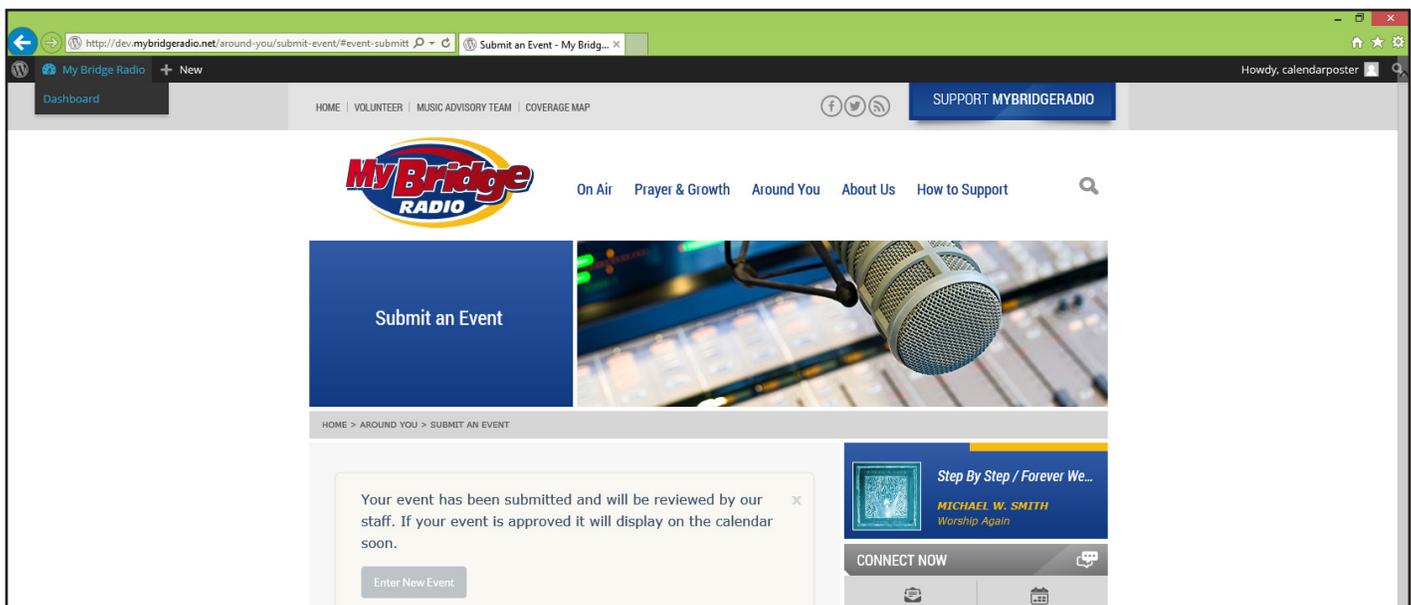
- Reference ID: 857
- Big Event Title:
- Here is the description:
- This is the small description:
- Select Calendar: Community Events +

Right Sidebar:

- PLAYING NOW: LISTEN LIVE
- Step By Step / Forever We...
MICHAEL W. SMITH
Worship Again
- CONNECT NOW: +
- Contact Us, Submit Events, Celebrations, Request Prayer

7. Submit Event

After submitting your event you will receive a confirmation message. Your event will be held for moderation before displaying on the calendar. You can check the status of your event by rolling over "MyBridgeRadio" in the top left of the page and choosing "Dashboard".



The screenshot shows the 'Submit an Event' page on the MyBridgeRadio website after a confirmation message has been displayed. The message states that the event has been submitted and will be reviewed by staff. The 'Submit an Event' button is now disabled.

Confirmation Message:

Your event has been submitted and will be reviewed by our staff. If your event is approved it will display on the calendar soon.

Buttons:

- Enter New Event

Navigation:

- Dashboard (highlighted in the top left)

9. Check Events

In the Dashboard you can find a list of your events and their status. You will also receive an email once your event has been approved.

The screenshot shows a web browser window with the URL `http://dev.mybridgeradio.net/vp-admin/`. The page title is "Dashboard - My Bridge Rad...". The user is logged in as "Howdy, calendarposter".

The dashboard layout includes a sidebar with "Dashboard", "Profile", and "Collapse menu". The main content area has a "Dashboard" header with "Screen Options" and "Help" dropdowns.

A notice at the top states: "Notice: You're using the auto-generated password for your account. Would you like to change it to something easier to remember?" with links for "Yes, take me to my profile page" and "No, thanks, do not remind me again".

The main content area is divided into two columns. The left column contains:

- "Hello World" widget
- "Community Calendar" widget with text: "Now that you have registered as a Subscriber to the My Bridge Radio website you have the ability to post to our Community Calendar. Events that are submitted by our users are held in moderation until they approved. Please allow us 5 business days to review your submission and approve. Please check the calendar to see if your event has been published." and a "Submit an Event" link.
- "Links" widget with a "Submit an Event" link.
- "My Events" widget showing a list of events, including "Big Event Title (pending)" and a "Manage My Events" link.

The right column contains two large, empty dashed boxes, likely placeholders for images or additional content.