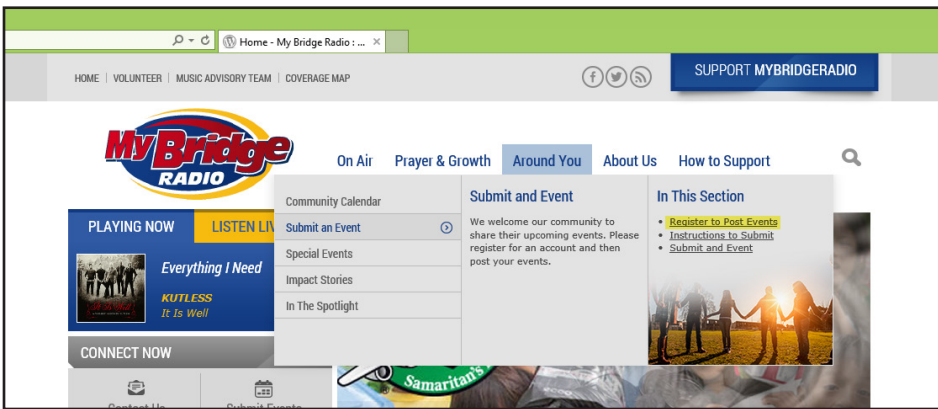




INSTRUCTIONS TO POST EVENTS

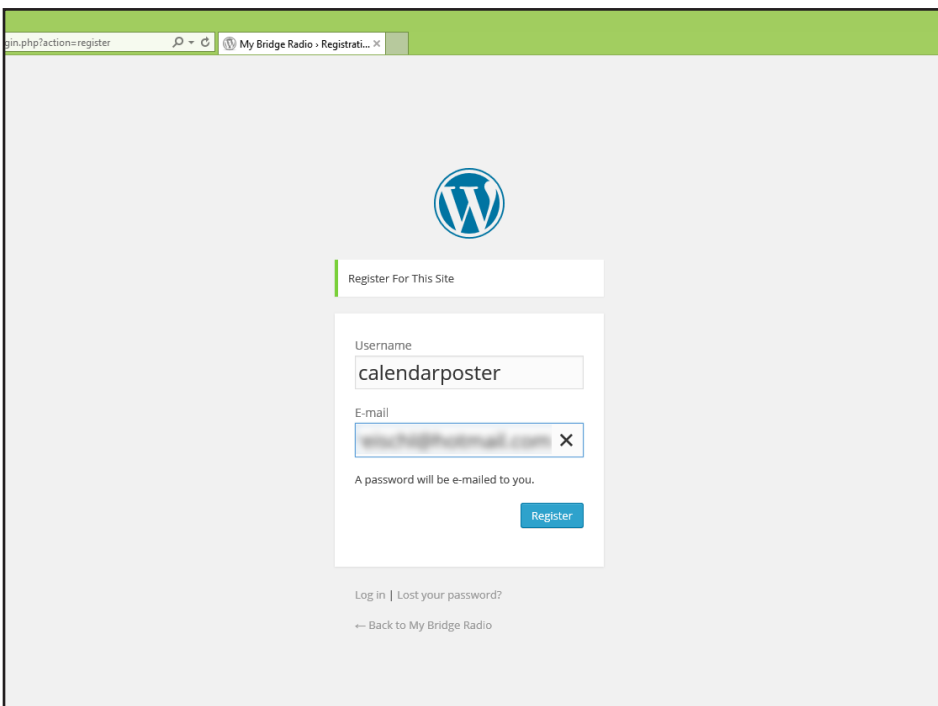
1. Register to Post Events

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



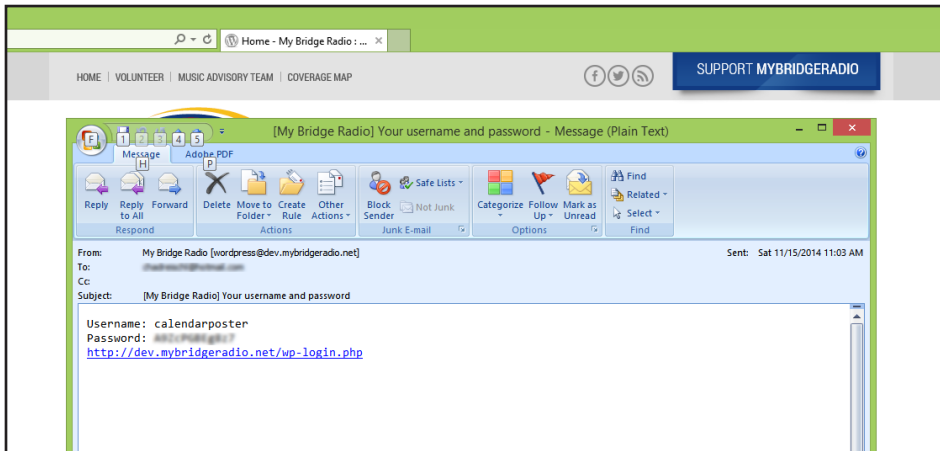
2. Create new user account

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



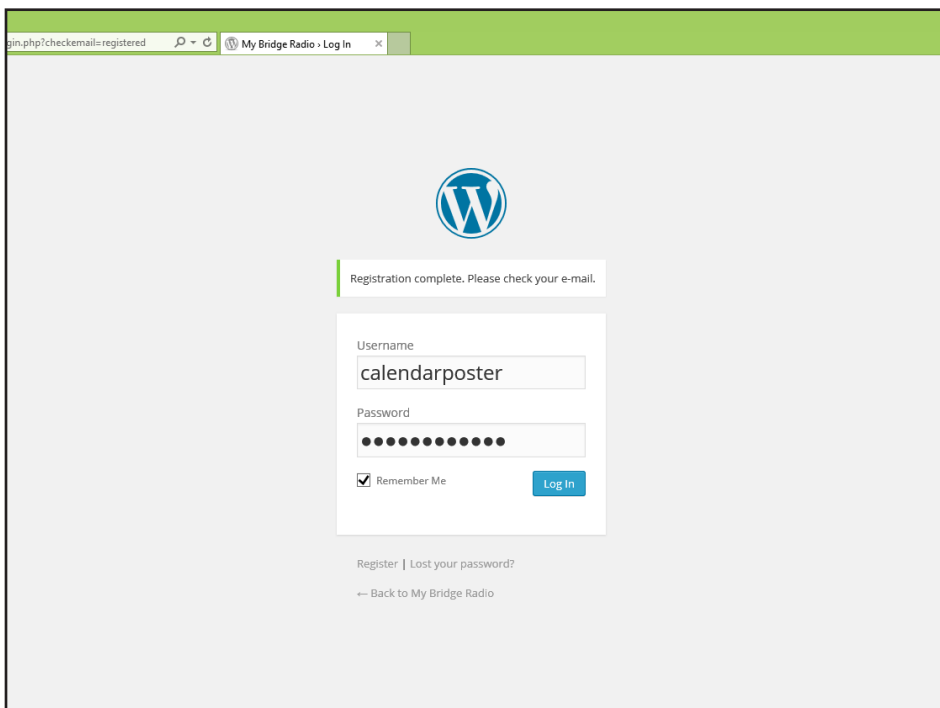
3. Check your Email

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.

The screenshot shows the 'Profile' page of the 'My Bridge Radio' admin interface. The page is titled 'Profile' and has a sidebar with 'Dashboard' and 'Profile' (selected). The main content area is divided into 'Personal Options' and 'Contact Info'. Under 'Personal Options', there are radio buttons for 'Admin Color Scheme' (Default, Light, Blue, Coffee, Ectoplasm, Midnight, Ocean, Sunrise) and a checkbox for 'Show Toolbar when viewing site'. Under 'Contact Info', there are input fields for 'Name', 'Username' (calendarposter), 'First Name', 'Last Name', 'Nickname (required)' (calendarposter), 'Display name publicly as' (calendarposter), and 'E-mail (required)' (chadrelschl@hotmail.com). A note states 'Usernames cannot be changed.'

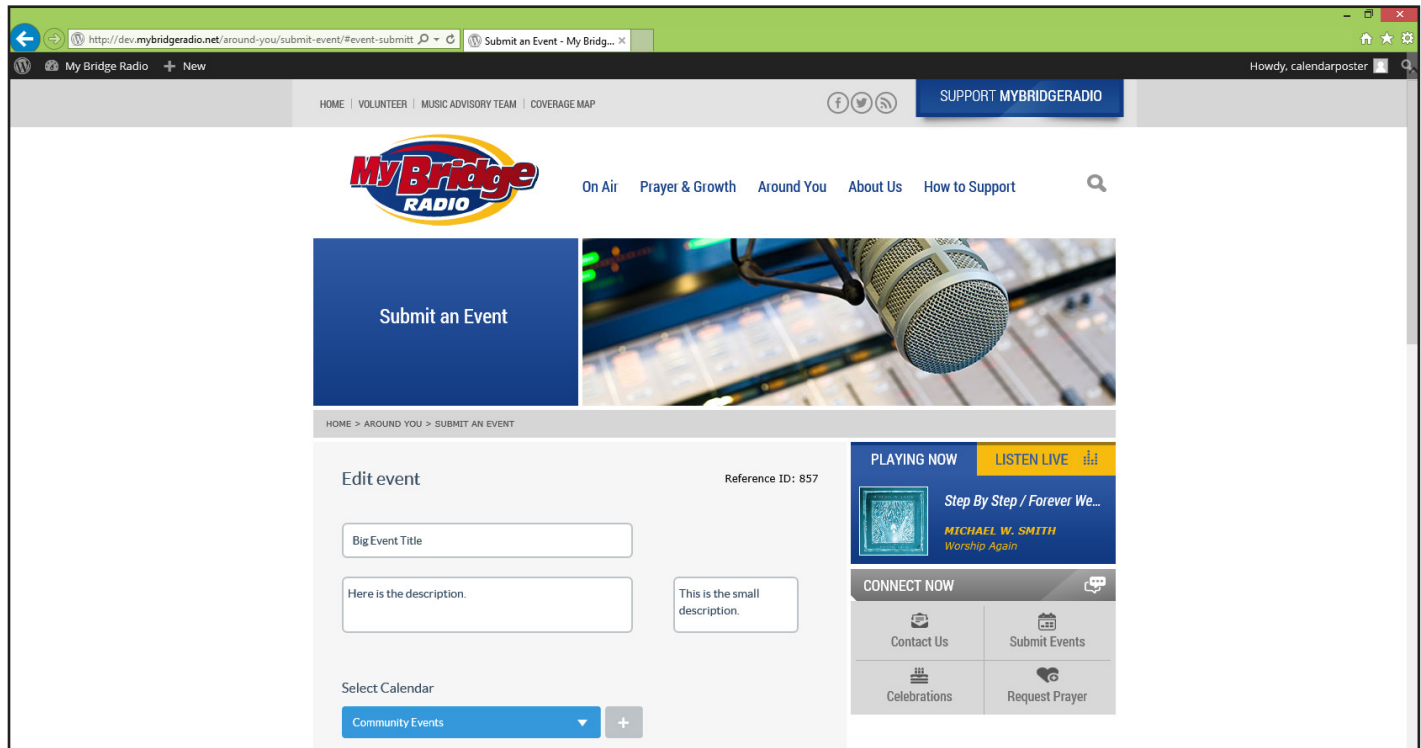
6. Check Dashboard

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.

The screenshot shows the 'Dashboard' page of the 'My Bridge Radio' admin interface. The page is titled 'Dashboard' and has a sidebar with 'Dashboard' (selected) and 'Profile'. The main content area includes a notice about the auto-generated password, a 'Hello World' section, a 'Community Calendar' section with instructions on how to post and approve events, a 'Links' section with a 'Submit an Event' button, and a 'My Events' section with a 'Manage My Events' link.

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.



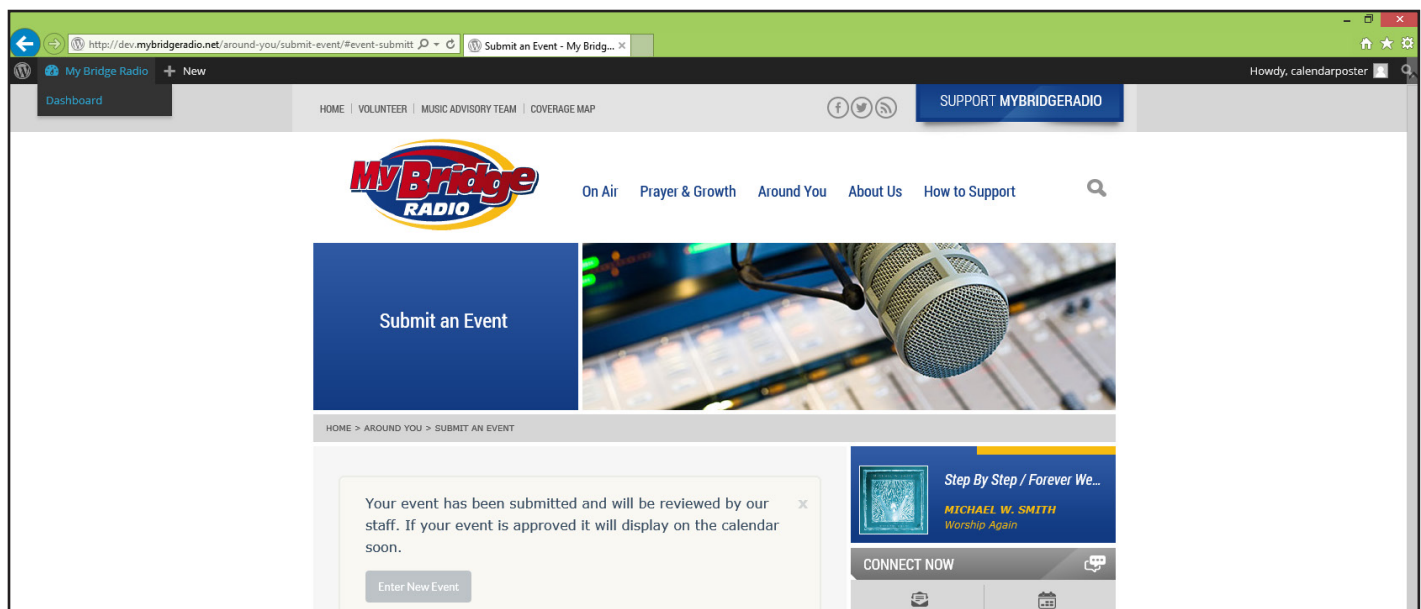
The screenshot shows the 'Submit an Event' page on the MyBridgeRadio website. The page has a green header with the site name and navigation links. Below the header is a blue banner with the 'MyBridgeRadio' logo and a 'Submit an Event' button. The main content area contains a form with the following fields:

- Edit event**: A reference ID of 857 is displayed.
- Big Event Title**: A text input field.
- Here is the description.**: A text area for the event description.
- Select Calendar**: A dropdown menu currently set to 'Community Events' with a '+' button to add more.

On the right side of the form, there is a 'PLAYING NOW' section with a 'LISTEN LIVE' button and a 'CONNECT NOW' section with buttons for 'Contact Us', 'Submit Events', 'Celebrations', and '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”.



This screenshot shows the same 'Submit an Event' page, but with a confirmation message displayed at the bottom left. The message states: 'Your event has been submitted and will be reviewed by our staff. If your event is approved it will display on the calendar soon.' Below the message is a button labeled 'Enter New Event'. The rest of the page layout, including the header, navigation, and right-hand sidebar, remains the same as in the previous screenshot.

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.

