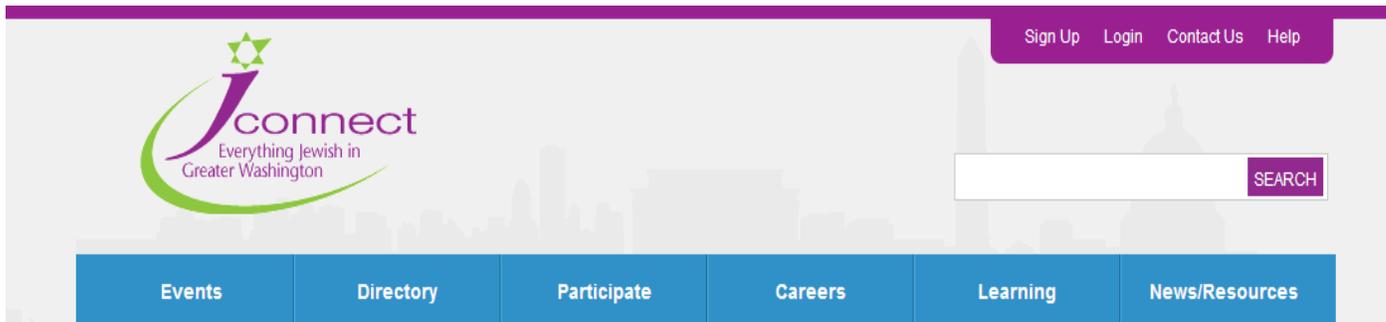


# Welcome to the NEW Jconnect.org!



## Event Calendar User Manual

Thank you for being part of Jconnect.org and for posting your events to our community calendar. Posting your events will enable the right people to find you at the right time and will make your programs accessible to potential attendees.

This manual is intended to make the posting process quick and easy. Please review the manual and refer to it if you have questions throughout the posting process.

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## Part I: Register

**Step One: Register as an organization representative. This will enable your information to be stored, including your posted events, locations and preferences.**

1. Fill in the requested information (see below)
2. Click "Next"
3. Repeat until Registration is confirmed

### Registration

**1/2 Tell us about your organization**

Username\*

Email Address\*

Confirm Email\*

Select Password\*

Confirm Password\*

Passwords must be a minimum of 7 characters.

You may select to use "GUEST" if your organization does not have a JConnect listing, to add you Organization, CONTACT US

Select Organization

Organization Display Name\*

Street Address\*

Suite, Unit, etc

City\*

State\*

Zip\*

Telephone\*

Website

Start typing your organization's name in the box. If it is in our database, it will appear in the drop down menu. Choose it and the details will auto-fill. Please check that the details are correct.

**Step Two: Optional but recommended - Register as an individual user. This will allow you to receive weekly emails filled with events that match your interests!**

1. Fill in the requested information (see below)
2. Click “Next.”
3. Repeat until Registration is confirmed

**Part II: Post an Event**

**Step One: Login. You must be logged in to post or manage your events.**

**Step Two: Click on the gray “Post an Event” icon which appears in multiple places across the site.**

**Step Three: Complete your event information.**

1. Fill in the requested information. You may:
  - a. Enter new contact information.\*
  - b. Enter a new location.\*
  - c. Select a contact name or location from the dropdown list you have already created

\* After you enter new contact information and/or location information, it will not appear on the submission form. You must “select” the contact and location from the drop down menus.

\* The “location name” should be used to identify the event location (i.e. hotel or building name) and is displayed to users.

\* Location is not required for online only events.

2. Enter additional event information (name and title).

3. Upload an event-specific graphic. If you do not upload a graphic here, your organization logo will be displayed. If you have not uploaded either a logo or event graphic, the Jconnect logo will be displayed.
4. Click "Next."

## Add An Event

1/3 **Tell us about your event**

Organization Display Name: Debbie sann

Select Contact: --- Select Contact --- ADD NEW

Contact Phone:

Contact Email:

The Event Location is our Organization's Address  This is an ONLINE ONLY event

Select Location: Washington DC location ADD NEW

Select a location stored in your drop-down

Street Address:

Suite, Unit, etc:

City:

State: District of Columbia

Zip:

Telephone:

Website:

Calendar Title:

Event Title:

Upload your event logo



Upload your event specific graphic here.

Choose Logo UPLOAD LOGO

### Step Four: Enter Event Details

1. Fill in the requested information (see below).
2. Click "Next."

Tell us about your event

2/3 Add your event's details

Event Cost Range\*

--- Select Event Cost Range ---

Select price from the drop-down list (Event search is based on this selection). Additional details can be provided in the text box.

Additional cost information can also be provided; both will be displayed on event page.

Event Cost

Event Registration/Ticket Site

Food served

Kosher food available

Metro accessible

Wheelchair accessible

Invitation only

Accessible for the hearing impaired

Check appropriate search criteria. Note: "Invitation Only" events are only open to your members (i.e. Board meetings)

Event Description\*

Check this box if your program is a Jewish learning program and is appropriate for the Partnership's list of learning opportunities.

Check this box if you want your event forwarded to the Washington Jewish Week for potential inclusion in their calendar.

Please send this information to the Partnership to include on their website's searchable list of Jewish learning opportunities.

Please send this information to Washington Jewish Week to include in the Next Ten Calendar.

1500 characters remaining

Start Date/Time

End Date/Time

Date is NOT CONFIRMED

**ADD ANOTHER**

For recurring event, please add multiple Start/End dates; all dates will appear as separate events

Click this box if your program is a recurring program or has multiple dates (see page 11). Create an additional entry for each program date.

Click this box if the event date is tentative (see page 10 for more detail.)

## Step Five: Event Interest Categories

1. Select all the user interest categories appropriate for your event. You may choose any and all appropriate categories. These categories are used to populate the various demographic interest pages and to determine which events are sent in emails filtered by interest.
2. Click "Next."

3/3
**Event Interest Categories**

**Age Groups**

- 20-30's
- Boomers
- Elementary (3rd-5th Grade)
- High School (teens)
- Pre-School
- Seniors
- Shabbat
- Board/Executive Committee
- Community-Wide/Festivals
- Environmental Issues
- Fundraising/Philanthropy
- Parenting
- Ethics & Values
- History
- Jewish Literacy
- Philosophy/Mysticism/Kabbalah
- Yiddish
- Classes
- Dance
- Food
- Music
- Service-Learning
- Volunteer

**Adult Education**

- Hebrew
- Jewish Text/Bible/Rabbinics
- Leadership Development
- Professional Development

**Arts & Culture**

- Comedy
- Fine Arts/Exhibits
- Literature/Books
- Theatre/Film

**Giving Back**

- Social Justice

**Geography**

- DC
- Maryland
- Northern Virginia
- Holiday (High Holidays, Hannukah, Passover)
- Career/Employment
- Counseling/Support
- Fair/Expo
- Networking
- Social events
- Conservative
- Non-denominational
- Orthodox
- Reform
- Adults
- Couples
- GLBT
- Professionals
- Singles
- Special needs
- Advocacy
- Arts & Culture
- History/Education

**Congregations**

- Havurot/Minyanim
- Other
- Reconstructionist

**People Like You**

- Boomers
- Families
- Interfaith
- Men
- Single Parents
- Women

**Israel**

- Entertainment
- Politics

## Step Six: Preview your Event

1. Review the event details before submitting for approval.
2. Use the “Back” button to revise or edit your posting.
3. When your posting is complete, click “Submit.”
4. Within two business days, your event will go live on the Jconnect calendar or you will be contacted by a Jconnect administrator.

If you have any questions or problems at any point in the process, we encourage you to [Contact Us](#)

### Add Your Event

To submit an event, you must first [register](#) on our site.

If you already have your organization's registration information, please log in to add a new event to the community calendar. *Please note: Your registration must be approved prior to adding a new event.*

If you have any questions or problems, please refer to the [Event Posting User Manual](#) or [Policy Guidelines](#) posted on the HELP page or [Contact Us](#) directly.

**Please review your event details prior to submitting for approval.** You may select to go BACK to modify any event data.

**Organization Display Name**

Select Contact: Debbie  
Contact Phone: 301-230-7236  
Contact Email: debbie.sann@shalomdc.org

The Event Location is our Organization's Address       This is an ONLINE ONLY event

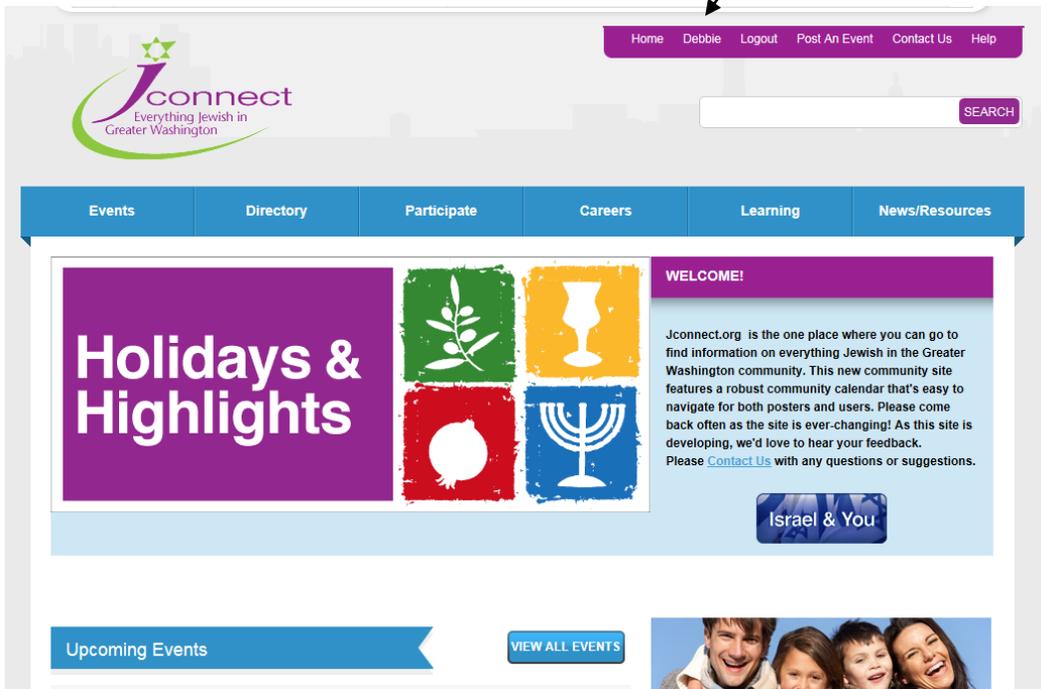
Select Location: work  
Street Address: 6101 Montrose Road  
Suite, Floor, Room, etc...: 301  
City: Rockville  
State: MD  
Zip: 20852  
Telephone: 123-1234  
Website: shalomdc.org  
Calendar Title: 123  
Event Title: 1233  
Event Image: 

### Part III: Manage your Events

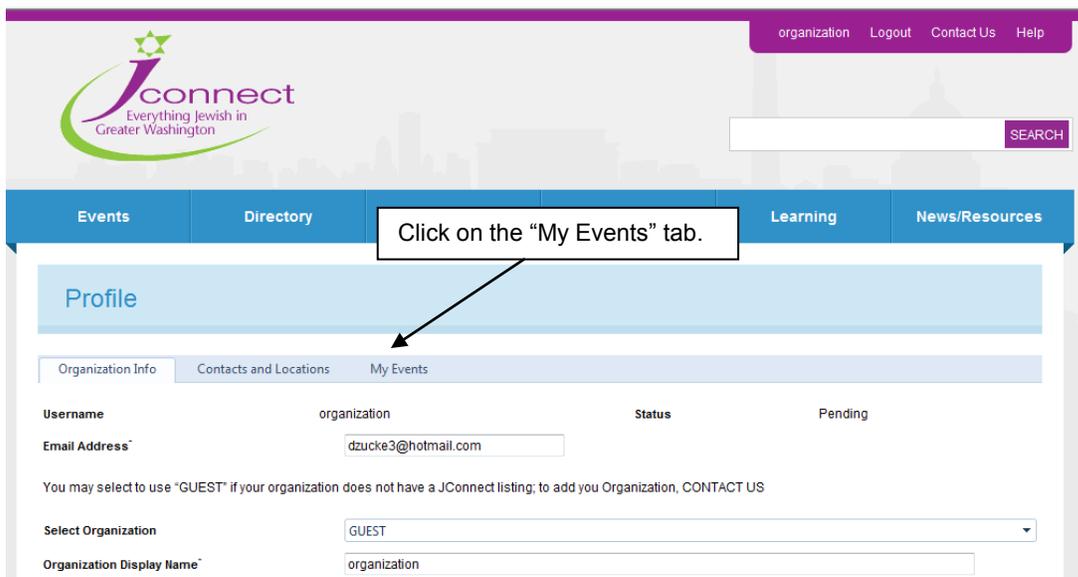
#### Step One: Access your user profile page.

(Organization information, contacts and locations are also managed here.)

Click on the tab with your login



#### Step Two: Go to the “My Events” page.



### Step Three: Check your Event Manager

1. Just click on the column header to sort the columns. Your events are sortable by Submit Date, Event Title, Event Date/Time and Event Status.
2. Click the pencil edit icon (see below) to edit your event.

Note: Event details are editable before your event has been approved. **After event approval, only your event date, time and tentative/confirmed status is editable. To make other changes, use the link at the top of the “My Events” page to submit your edits to the Jconnect administrator.**

The screenshot shows the 'My Events' section of a user profile. At the top, there are navigation tabs: Events, Directory, Participate, Careers, Learning, and News/Resources. Below these is a 'Profile' header and a message stating that profile data is available for editing. A link 'click here' is provided for editing event details after approval. The 'My Events' tab is active, showing a search bar and a 'SEARCH' button. Below the search bar is a table of events with columns for Submit Date, Organization, Event Title, Event Date/Time, and Event Approval Status. A callout box labeled 'Edit icon' points to a pencil icon in the first row of the table. Another callout box labeled 'Check your event status here.' points to the 'SEARCH' button. A third callout box labeled 'Use this link to submit changes to approved' points to the 'click here' link in the profile message.

Submit Date	Organization	Event Title	Event Date/Time	Event Approval Status
5/11/2011		md event 1	5/08/2011 12:00 AM	Denied
5/12/2011		locationtest	5/13/2011 12:00 AM	Approved
5/11/2011		md event 1	5/15/2011 12:00 AM	Denied
5/26/2011		emailconfirmtest1	5/30/2011 12:00 AM	Approved

Personal Info | Interests

Username: Debbie

First Name: Debbie

Last Name: Sann

Email Address: debbielsann@gmail.com

Street Address: [ ]

Suite, Unit, etc: [ ]

## **Part IV: Event Planning (Tentative Events)**

An important feature of the community calendar is to help our organizations plan events and avoid conflicts.

### **Step One: Check date availability.**

Before planning an event, please check the community calendar for conflicting events. You can do this by searching events by date. Please check every date you intend to hold.

### **Step Two: “Hold the Date”**

As soon as you begin planning an event, create a “tentative” event by creating an event and filling in as much information as available. Check “Date is NOT CONFIRMED.” You may hold up to three dates for one event.

### **Step Three: Confirm or Cancel your Event**

As soon as your event is finalized, go to your event manager and confirm your event (by unchecking “Date is NOT CONFIRMED”).

If you are not using the date, go to the event manager and CANCEL your event.

NOTE: You are able to hold a date(s) for up to 44 days. Thirty days after posting a tentative event, you will receive an email reminder to confirm or cancel your event. If you do not confirm or cancel your tentative event in the next 14 days after receiving the reminder, your event will be removed from the calendar. We encourage you to re-post the event when more information is available.

**Add An Event**

**2/3 Add your event's details**

Event Cost

Event Cost Range

Event Registration/Ticket Site

This events serves KOSHER and non-KOSHER food
  This events serves ONLY KOSHER food
  This events is METRO ACCESSIBLE  
 This events is WHEELCHAIR ACCESSIBLE
  This event is OPEN TO THE PUBLIC
  This event offers Closed Captioning

Event Description

1483 characters remaining

YES: please also add my even to the Partnership for Jewish Life and Learning Events Calendar
  YES: Please add my event to the Washington Jewish Week Next Ten Day

Start Date/Time 
 End Date/Time

Date is NOT CONFIRMED 
Check "Date is NOT CONFIRMED"

For recurring event, please add multiple Start/End dates; all dates will appear as separate events

## Part V: Recurring Events

If you are running a program on multiple dates, the "Add Another" feature makes it easy for your to post multiple program dates.\*

1. Enter program information.
2. After entering program information, click "Add Another."
3. Enter the additional date and time.
4. Repeat steps one and two for all program dates.
5. Continue posting as usual.

\* Note that if you are running a program which requires registration (no drop-ins), you may choose to enter the first few program sessions only. Use the program description to explain the program times (i.e. Program runs every Monday from 7:00pm – 9:00pm for 8 weeks from September 1 through ...)

wheelchair accessible

invitation only

Accessible for the hearing impaired

Event Description:

Recurring Event

1485 characters remaining

Please send this information to the Partnership to include on their website's searchable list of Jewish learning opportunities.

Please send this information to Washington Jewish Week to include in the Next Ten Calendar.

Start Date/Time

End Date/Time

Date is NOT CONFIRMED

Start Date/Time

End Date/Time

Date is NOT CONFIRMED

Start Date/Time

End Date/Time

Date is NOT CONFIRMED

[ADD ANOTHER](#)

For recurring event, please add multiple Start/End dates; all dates will appear as separate events

[Back](#) [Next](#)

Click "Add Another" to enter multiple program dates.