

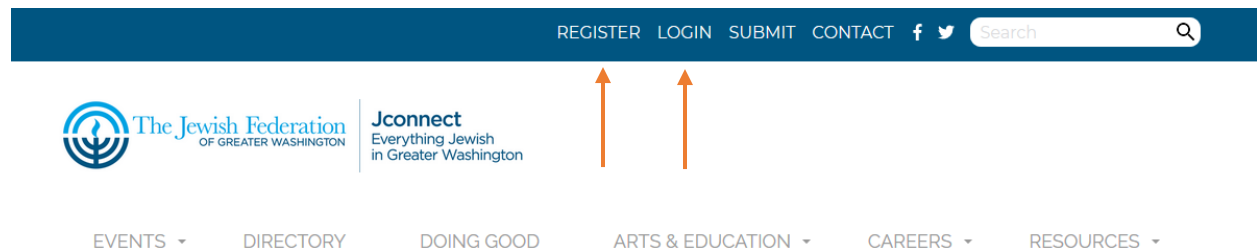
Jconnect Submission Manual

Below you will find screenshots and instructions for registering and submitting items to the new Jconnect website.

The site has been tested using Firefox, Chrome, Internet Explorer, Safari and Silk. It has not been tested with Opera or Netscape. AOL has been shown to have problems. If you are using AOL, we suggest loading another browser on to your computer.

This manual will be linked on the site for reference.

When first accessing the Jconnect site, you will be prompted to either register or login.



To register, click on “register” and fill out the fields on the screen. The site will only accept “strong” passwords and it will indicate if the one you chose is “weak”, “medium” or “strong”. Start typing your organization name in the organization field and scroll to the one you want to choose.

Create an Account

[Home](#) » [Create an Account](#)

If you'd like to post to JConnect on behalf of your organization, please register.

You do not need to register to view JConnect organizations, careers and events.

Account Details

Username (required)

Email Address (required)

Choose a Password (required)


Confirm Password (required)

Profile Details

Name (required)

Select an Organization to Join (required)

If your organization does not exist, select "I need to create a new organization" and upon account activation, you will be allowed to create a new organization.

 I'm not a robot 
reCAPTCHA
Privacy - Terms

Complete Sign Up

Once you have created an account and you are approved, you can begin the submission process by logging in and choosing "submit".

[SUBMIT](#) [CONTACT](#) [LOG OUT](#) [f](#) [t](#)

Occasionally it happens that the organization choice process does not work as desired or your organization is not already listed in our database. Please use the "Contact Us" form to notify the administrator that you could not find your organization in the list. The administrator will either match your profile with the desired organization from the database list or ask you to create a new organization that can be added to the database. In either case, the account approval cannot be completed until the organization is assigned to the account.

Create an Organization

You are not connected to an existing organization. Please create your organization below. It will be verified after your submission.

If you believe your organization already exists, [contact us](#) to be connected to it.

Once you have been approved, you can log in and submit your content. You can submit events (and contacts associated with your events) or job offers. The event submission process is outlined directly below.

On the submission page, choose “event” from the dropdown choices.

My Posts

Home » Submit


Add New Post

What would you like to submit?

Select a type of post ▾

- Select a type of post
- Organization
- Department
- Event ←
- Career
- Contact

DIRECTORY DOING GOOD ARTS &

 The Jewish Federation
OF GREATER WASHINGTON

The Jewish Federation of Greater families and people of all abilities, an inclusive community is a Feder

Add New Post

What would you like to submit?

Event

Title *

Event Contact

Choose the contact for your event. If your Contact does not appear in the list, [click here to add them first](#). You will be redirected back here after.



Event Contact

Search...

Beri Kravitz	
Elizabeth Goldstein	
Mark Levitt	
Marla Hurwitz	
Melissa Amster	

If you have no contact options available, navigate away from the event submission page by clicking on the linked text "click here to add them first". Fill in the information for the contact person - it does not need to wait for approval. Once you have put in the contact information, you can proceed back to the event submission process. Save time by entering in all your contacts before you will need them.

If you see the contact person you need, click on their name so that it appears on the right side of the box.

Event Organization *

Search..	
The Jewish Federation of Greater Washington	

Event Department

If no departments are displaying, please exit this form and go to Post>Department.

Search..	
Birthright Israel	▲
Birthright Israel NEXT DC	
CamperQuest	
Greater Washington Forum on Israeli Arab Issues	▼

Click on your organization so that it appears on the right side of the box. Choosing a department is optional and usually used for organizations that have preschools, theaters, youth groups, etc.

Is this an Online-Only event?

No 

Telephone

Organization Website

Registration URL

Tentative Event

No 

Featured Image

Please upload a JPG file. Square or horizontal rectangle. Minimum height or width = 100. Maximum height or width = 300. PDFs not accepted. Previously uploaded images are saved in your gallery.

No image selected [Add Image](#)

Online events refer to webinars or conference calls.

URLs for organization websites and registration must include the https:// portion of the address.

If you are holding a date for later confirmation, choose “yes” for tentative event. Contact the administrator when your date is confirmed.

Adding an image is highly recommended as it adds visual appeal to your event. Please follow the guidelines – jpg files, no wider than 300px. Uploaded images will be saved for later use. You can use your logo or an image specific to your event. Please no PDFs.

Description *

Visual Text

Paragraph **B** *I*

Date *

Is this a multi-day event?

Use the description section to tell visitors to the site all about your event. **THERE IS NO NEED TO YELL AT ANYONE IN ALL CAPS.** The registration link was entered above, so there is no need to include it in the description unless it is an email address.

Use the date picker to enter the event date or type it in as mm/dd/yy.

Multi-day events are those that last for several sequential days. This includes retreats, runs of plays, films, etc. They will appear on the event page in the listing view on the first day of the event and on the calendar view on each day of the whole sequence.

Start Time *

End Time *

Is this a recurring event?

Use the time picker to enter the start and (estimated) end time of your event. You can type in the time directly as hh:mm AM or PM. Recurring events are those that occur on several, non-sequential dates. They will appear on the event page in the list view and calendar view for each date and must have the same title, location, description, and start/end time.

Event Location *

Will this event be held at the Organization's Main Address, or at a custom location?

Location Name

Street Address

Street Address 2

City

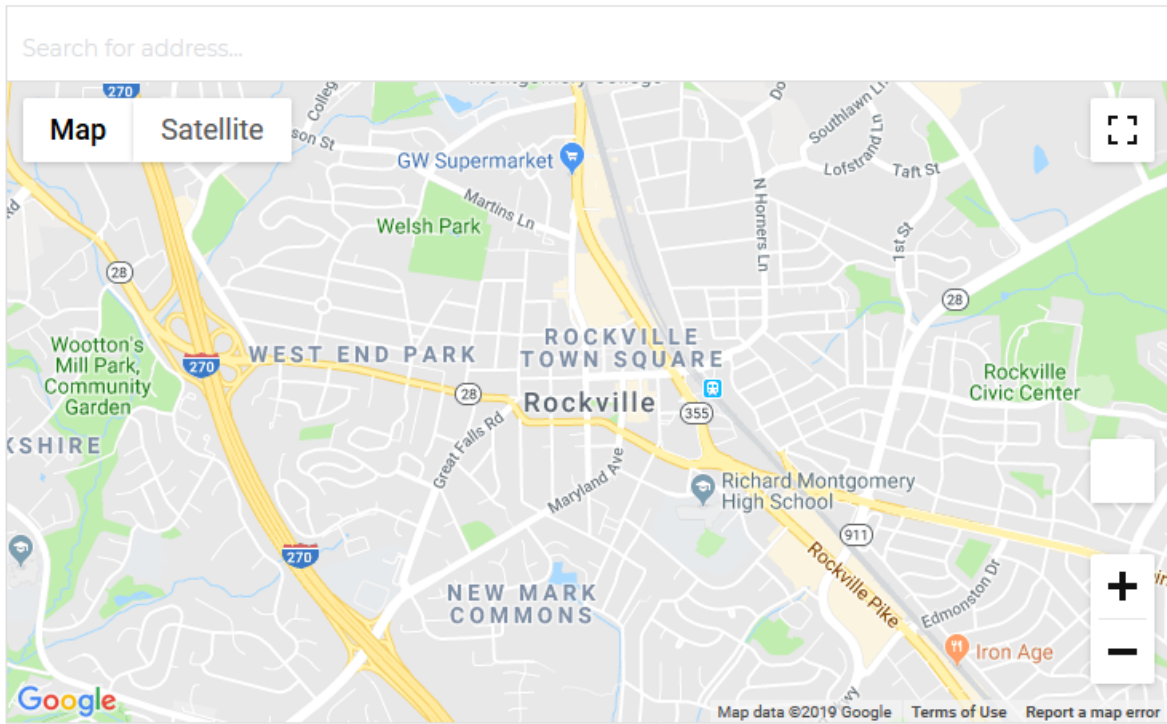
State

Zip Code

Country

If the event takes place at the organization's main location, choose "main address" and everything through the mapping tool will be auto filled. If the event takes place at a custom location, enter the venue name, address and repeat either the venue name or address in the mapping tool.

Map Location



Cost *

Categories

- Adult Education
- Board/Executive Committee
- Denomination
 - Conservative
 - Havurot/Minyanim
 - Humanist
 - Non-denominational
 - Orthodox
 - Reconstructionist

The categories list will determine where on the site your event will appear. All events appear on the “events” page, but event listings also appear on the “families”, “PJ Library”, “20s, 30s & 40s”, “boomer”, “seniors”, “disability inclusion”, “LGBTQ”, “Women & Girls”, “Interfaith”, “Students”, and “Israel” pages. Clearly your event is open to many of these groups, but the categories indicate that the event is especially suited for specific groups.

Is this an Invitation Only event?

Will food/refreshments be served?

Are all food options Kosher?

Is this event Wheelchair Accessible?

Is this event Metro Accessible?

Hearing Loop Available

Is this event sponsored by PJ Library?

Is this a recurring event where attendance is required for every date?

Will alcohol be served?

The questions above assign icons to your event that help users easily identify the type of event and if it suits their specific needs. If you chose "PJ Library" in the categories, please also choose "PJ Library sponsored" so the icon will appear with the event description.

Add New Post

What would you like to submit?

Contact Name *

Contact Title

Organization

Search...	
The Jewish Federation of Greater Washington	

Phone

Email

If you need to add contact(s) for organization and events, choose “contact” on the submission page and fill in the fields. The contact(s) will be added with no need for approval from the administrator.