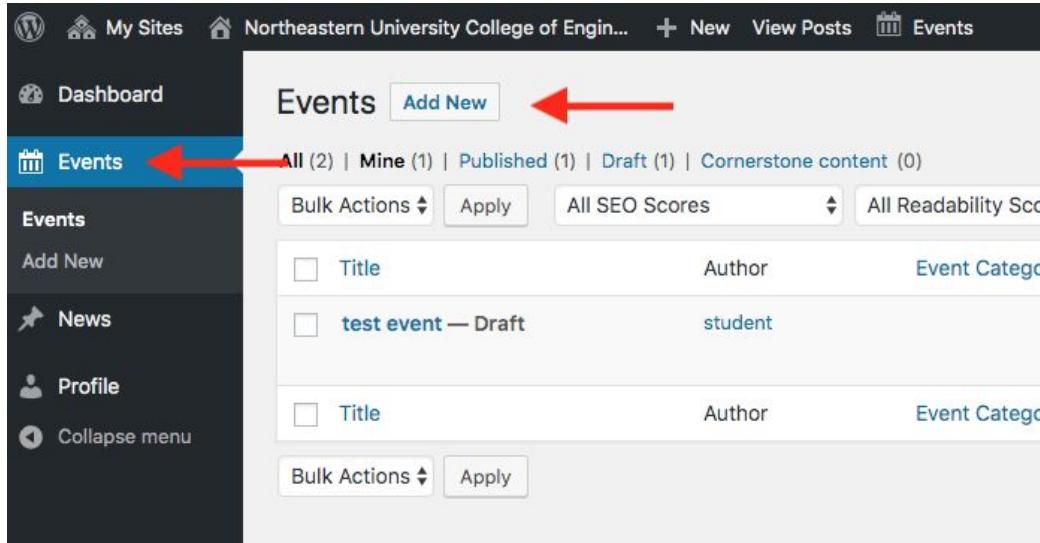


Once you are logged in with your Northeastern credentials, you will be able to submit an event.

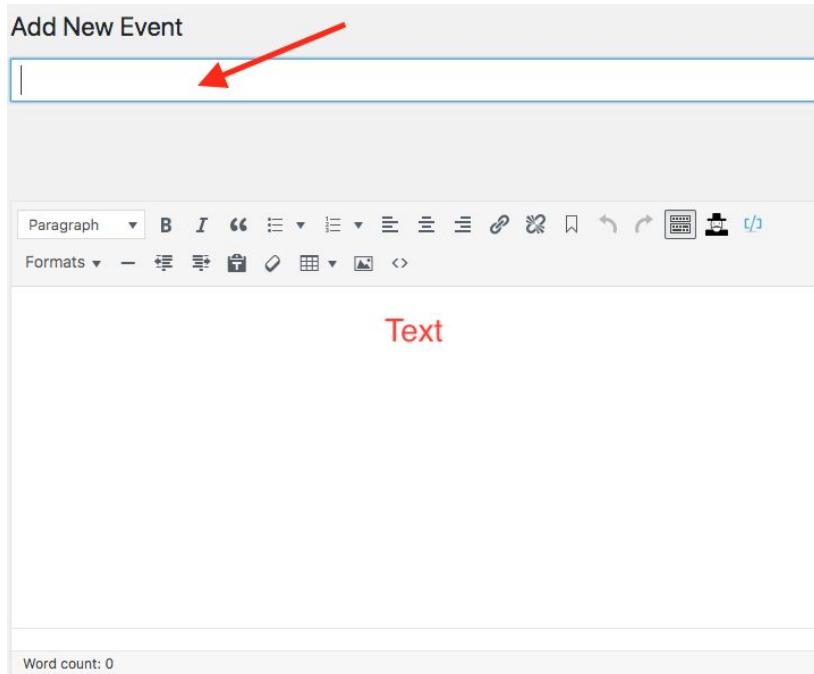
To submit an Event:

- Click on the Events tab in the black menu bar.
- Click Add New.



The screenshot shows the WordPress admin dashboard. The left sidebar is dark with white text and icons. The 'Events' icon is highlighted with a red arrow. The main content area has a light gray background. At the top, there are several tabs: 'My Sites', 'Northeastern University College of Engin...', 'New', 'View Posts', and 'Events'. Below these are buttons for 'Dashboard', 'Events' (which is highlighted in blue), 'Add New', and 'Profile'. A red arrow points to the 'Events' button. At the top right of the main area, there is a red arrow pointing to the 'Add New' button. Below the buttons are filters: 'All (2) | Mine (1) | Published (1) | Draft (1) | Cornerstone content (0)', 'Bulk Actions', 'Apply', 'All SEO Scores', and 'All Readability Scores'. The main list area shows two items: 'test event — Draft' by 'student'. At the bottom are 'Bulk Actions' and 'Apply' buttons.

- Enter the event title and event content. An image can be added to the text block.



The screenshot shows the 'Add New Event' editor. At the top, it says 'Add New Event'. Below that is a large text input area with a red arrow pointing to it. The word 'Text' is typed into this area. Below the input area is a rich text editor toolbar with icons for Paragraph, Bold, Italic, and various other text formats. At the bottom of the editor, it says 'Word count: 0'.

- Enter event date/time and location information. Note: Be sure to change the Time Zone to “America/New York”

The Events Calendar

TIME & DATE

Start/End: to [Time Zone: UTC+0](#)

All Day Event

This event is from 8:00am to 5:00pm on 2019-07-25.

LOCATION

Venue:

Venue Name:

Address:

City:

Country:

Select a Country: ▾

State or Province:

Postal Code:

Phone:

Website:

Show Map:

Show Map Link:

- If applicable, enter the organizer's information.

ORGANIZERS

Organizer:

Organizer Name:

Phone:

Website:

Email:

The e-mail address will be obfuscated on this site to avoid it getting harvested by spammers.

[Add another organizer](#)

- If applicable, add the event website and cost information.

EVENT WEBSITE

URL:

example.com

EVENT COST

Currency Symbol:



Before cost ▾

Cost:



Enter a 0 for events that are free or leave blank to hide the field.

- Attach a flyer, if applicable. Make sure to fill in the description field.

Other Event Fields

Related File or Flyer

No file selected

- Click Submit for Review.

Publish

 Status: Draft

 Visibility: Public

 Readability: Needs improvement

 SEO: Not available