Quick Guide to POST/SCHEDULE EVENTS

1. Login
2. Click “+ New”
3. Choose “Event”
4. Add “Title”
5. Enter “Description”
6. Enter “Date” From and To
7. Enter “Time” From and To
8. Enter “Location” details (UUCE rooms will auto fill)
9. “Submit for Review”
Quick Guide to POST/SCHEDULE EVENTS advanced to the UUCE Website, Unichord newsletter, and Social Media

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9. Write a short "Excerpt" to promote your Event

10. Set a "Featured Image"

11. Choose "Categories" related to your Event.

12. "Submit for Review"

From the Media Library Or Upload your own