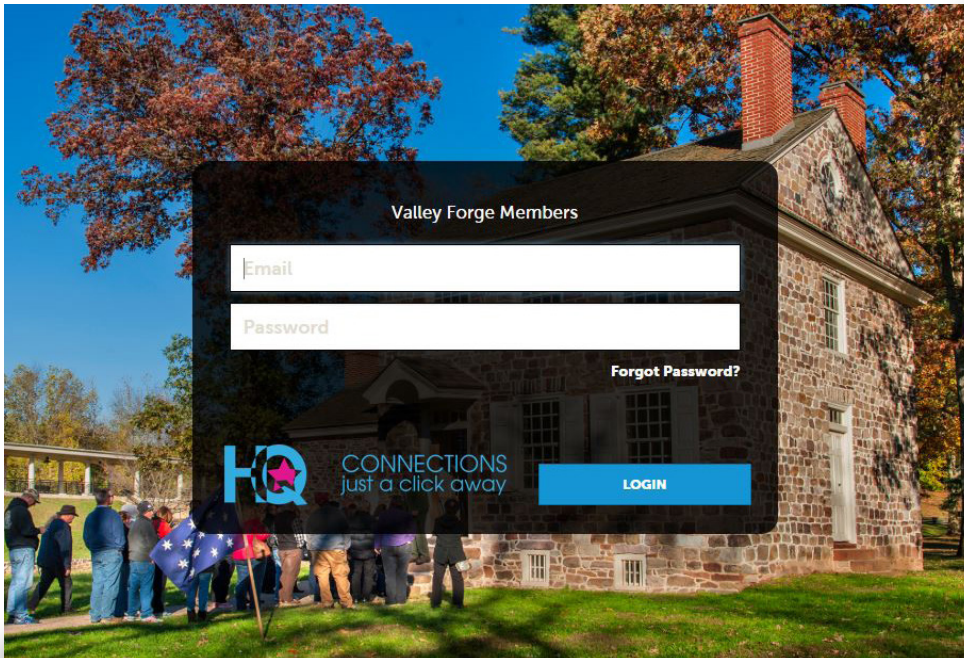
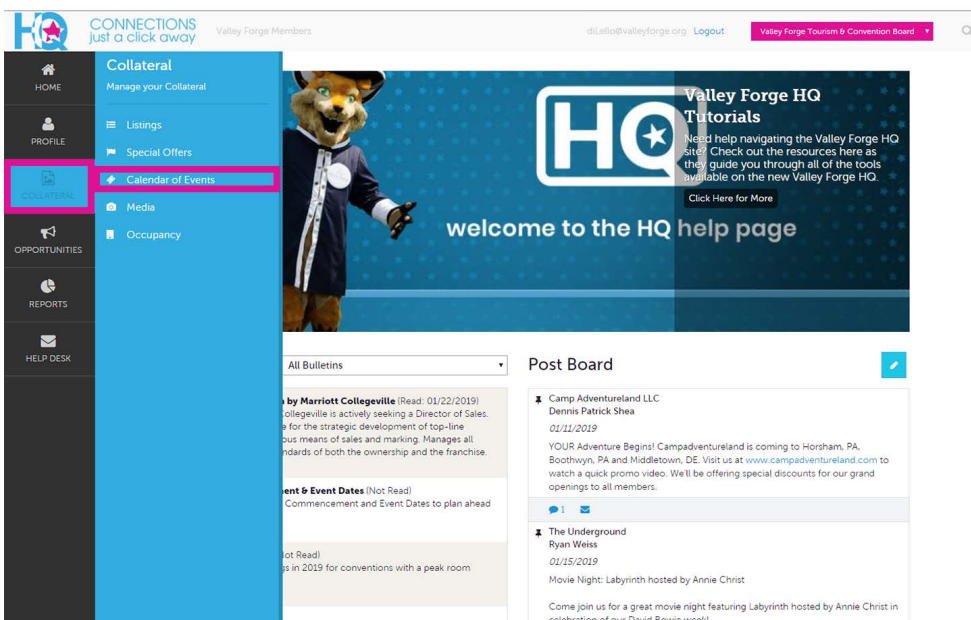


1. Log into HQ at valleyforge.org/hq.



2. Once on the home page, Click Collateral then Calendar of Events.



3. Select **Add Event**.

4. Complete **Event Information**.

- Be sure to complete all required fields.

5. Complete Event Location.

The screenshot shows the 'Event Location' form. On the left, there is a sidebar with 'SAVE' and 'CANCEL' buttons, and a 'Sections:' menu with links for 'Event Information', 'Event Location', 'Event Dates', and 'Image Gallery'. The main form area is titled 'Event Location' and contains several input fields: 'Venue Listing:', 'Address 1:', 'Address 2:', 'Address 3:', 'City:', 'State/Province:', 'Zip/Postal Code:', and 'Location:'. Below this, there is an 'Event Dates' section with fields for 'Start Date:' (marked as required), 'Times:', 'Start Time:', and 'End Time:'.

6. Complete Event Dates.

The screenshot shows the 'Event Dates' form. On the left, there is a sidebar with 'SAVE' and 'CANCEL' buttons, and a 'Sections:' menu with links for 'Event Information', 'Event Location', 'Event Dates', and 'Image Gallery'. The main form area is titled 'Event Dates' and contains fields for 'Start Date:' (marked as required), 'Times:', 'Start Time:', and 'End Time:'. Below these fields, there are tabs for 'One Day', 'Daily', 'Weekly', 'Monthly', 'Yearly', and 'Custom'. The 'Daily' tab is selected, showing 'Daily Recurrence Options' with a green bar for 'Every 1 Days' and a dark grey bar for 'Every Weekday'. At the bottom, there is a 'Recurrence End' section with a green bar for 'No End Date'.

- This section can be highly customized. Single day events, weekend long events, Wednesday Happy Hours, etc. Can all be entered in from a single event submission. If entering a reoccurring event, please be sure to set an end date.

7. Add an image and hit **SAVE**.

The screenshot displays the HQ event management interface. On the left, a sidebar contains a 'SAVE' button (highlighted with a red border) and a 'CANCEL' button. Below these are the 'Sections:' listed: 'Event Information', 'Event Location', 'Event Dates', and 'Image Gallery'. The main content area is divided into two sections. The top section, titled 'No End Date', includes a checkbox, an 'End after' field with a dropdown menu, and an 'occurrences' label. Below this is an 'End on' field with a date picker. The bottom section, titled 'Image Gallery', features a large dashed box with the text 'Drag and Drop Files here' and 'or use the "Browse" button below to find a file to add'. A blue 'BROWSE' button is positioned below the text. At the bottom of the 'Image Gallery' section, a red error message states 'Image Gallery is required'.

8. It could take up to 1 hour for your event to appear on our website.

Please contact Katie Otto, Event Services and Membership Coordinator, if you are in need of any assistance at otto@valleyforge.org.