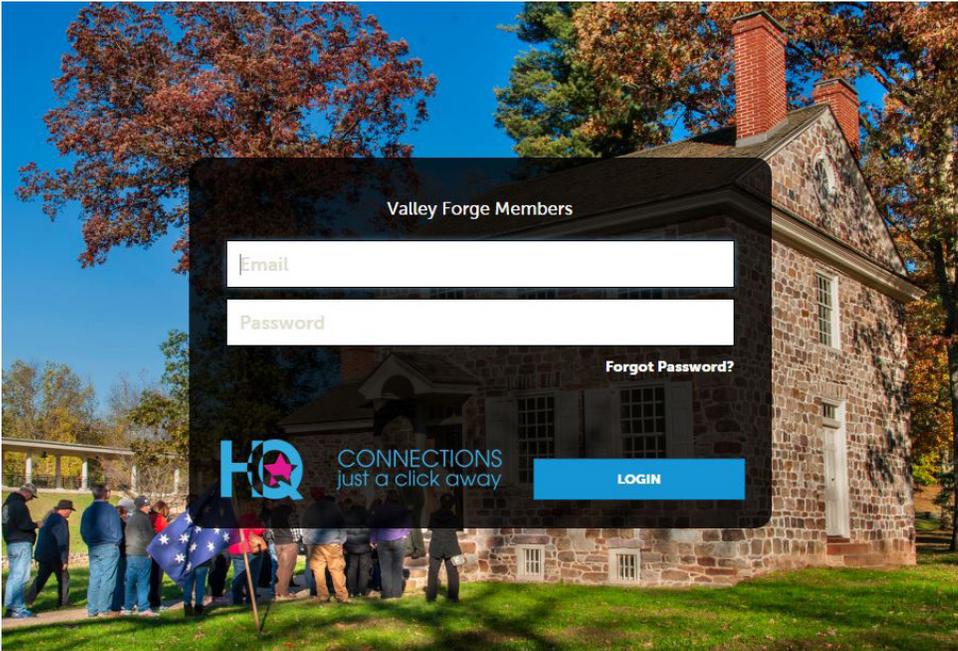
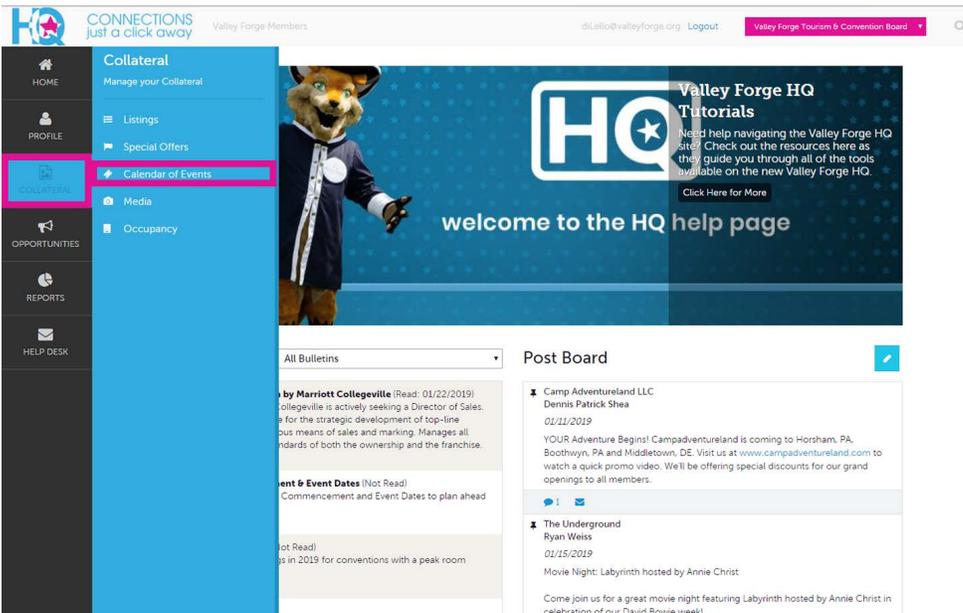


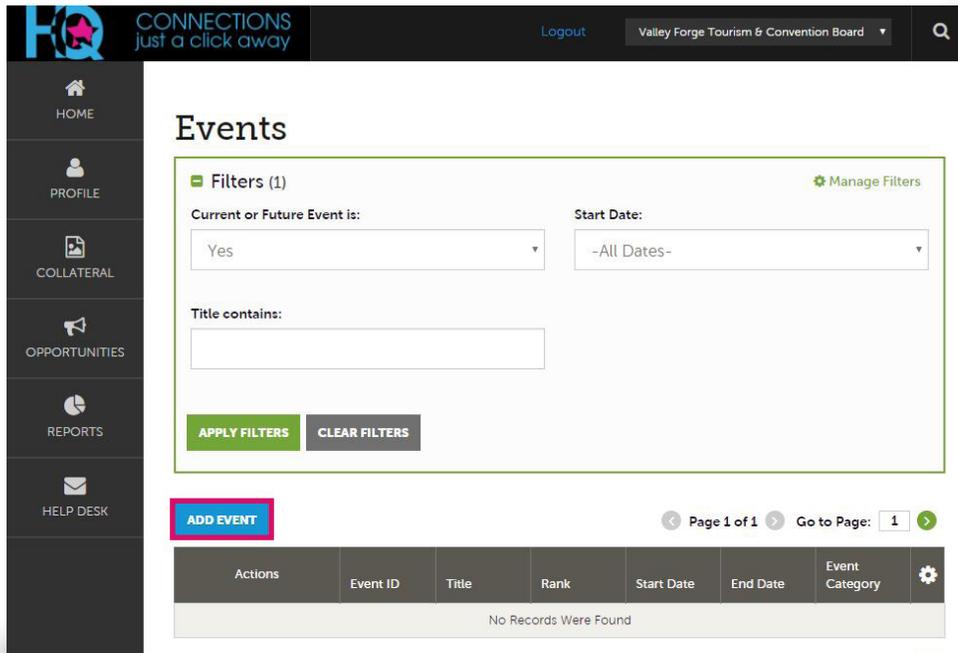
1. Log into HQ at valleyforge.org/hq.



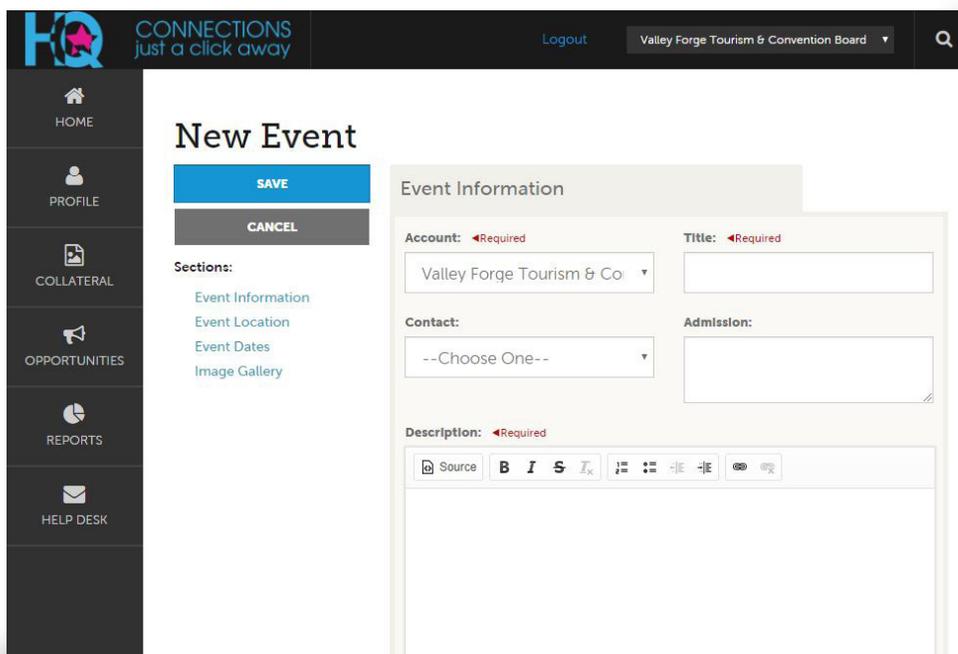
2. Once on the home page, Click Collateral then Calendar of Events.



3. Select Add Event.



4. Complete Event Information.



- Be sure to complete all required fields.

5. Complete Event Location.

SAVE
CANCEL

Sections:
Event Information
Event Location
Event Dates
Image Gallery

Event Location

Venue Listing:

Address 1:

Address 2:

Address 3:

City:

State/Province:

Zip/Postal Code:

Location:

Event Dates

Start Date: Required

Times:

Start Time:

End Time:

6. Complete Event Dates.

SAVE
CANCEL

Sections:
Event Information
Event Location
Event Dates
Image Gallery

Event Dates

Start Date: Required

Times:

Start Time:

End Time:

One Day **Daily** Weekly Monthly Yearly Custom

Daily Recurrence Options

Every Days

Every Weekday

Recurrence End

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 shows a web interface for adding an event. On the left, there is a sidebar with a 'SAVE' button highlighted in blue and a 'CANCEL' button in grey. Below these are 'Sections:' with links for 'Event Information', 'Event Location', 'Event Dates', and 'Image Gallery'. The main content area has a green header 'No End Date', a grey section for 'End after' with an input field and the word 'occurrences', and another grey section for 'End on' with an input field. Below this is the 'Image Gallery' section, which contains a 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 centered below the text. At the bottom of the image gallery section, there is a red error message: '! Image Gallery is required'.

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

For help, contact:

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