Event Submission Directions

(Not all Event Types have all the listed fields.)

ADD EVENT   ×

Active Event

DETAILS

Title*   *1) Include an Event Title*

Event Type*   *2) Choose what type of event from the drop-down menu*

Health Professions Fair

Event Type*

Choose...

Event Type*
Choose...
*Premium Event
Advisor Workshop
Basic Event Listing - No RSVP
Chapter Meeting
Committee Meeting
Community Event
Community Workshop
Conference
Conference (External Link)
Deadline on Calendar
Executive Retreat
Health Professions Association Event
Health Professions Fair
Information Session
Member Training
NAAHP Information Session
NAAHP Opportunities
Open House
Professional Development

Community   *3) Leave on Upcoming Events Sub.*

Upcoming Events Submissions

Description

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4) Add a description of your event.
This will show exactly the formatting you add here.

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Optional link for an external website with more details about this event.

http://   externalsite.com OR www.ex.

5) Optional link and image

Event Image

Select Image

This image is used on the events list and the event details page. Landscape images measuring at least 1200px x 600px are ideal.

6) Add Start Date/Time, End Date/Time.
If End Date is not available, only End Time, then it is a single day only Event Type

DATE & TIME

Start Date*   End Date*

10-27-2023   10-27-2023

09:00   17:00

Timezone*   *7) Select the Time Zone of the Event*

CHOOSE...

LOCATION   *8) Select the Event delivery method and add details.*

How will people attend this event?

CHOOSE...

Country   *9) Select the Country where the Event is being held.*

(Country)

CONTACT INFORMATION

10) Add Contact Information for the Event or "Insert" from your Membership profile.

INSERT MY CONTACT INFORMATION

First Name   Last Name

Phone   Email

EXTERNAL REGISTRATION   *11) Add External Registration Information. This can match the URL from #8.*

Enter the URL to the external registration webpage and instructions? *

http://

SEND INVITATIONS   *12) Leave invite toggle on "No"- for Admin use only.*

Invite all community members when saved.   No

13) Select "Save" to submit for approval or "Save and Continue" to submit and then add another Event.

SAVE AND CONTINUE   SAVE   CANCEL

NAAHP
The Voice of Health Professions Advising