COMMUNICATIONS
GUIDELINES

EVENT/
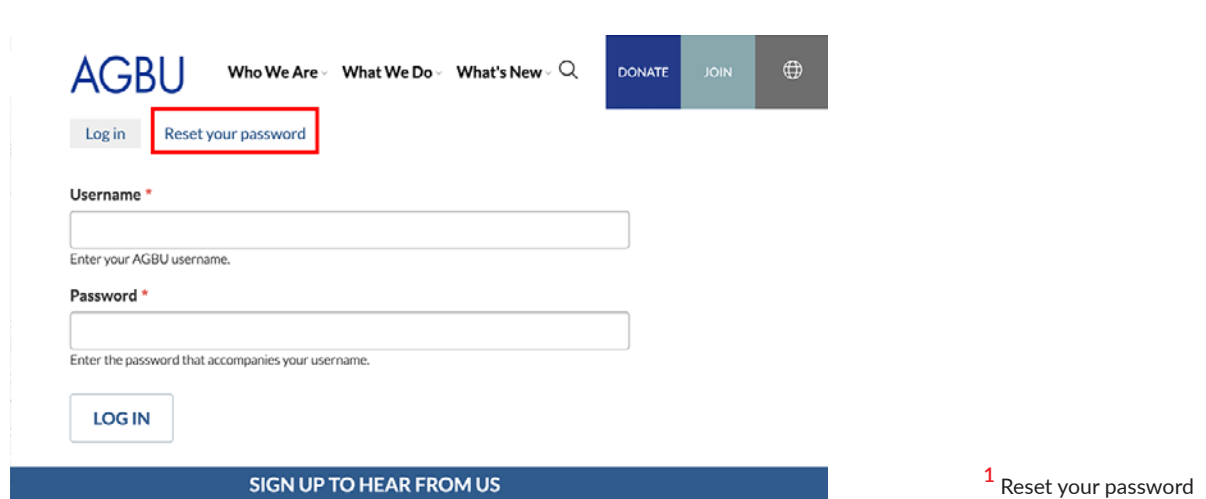CALENDAR
SUBMISSION

AGBU

Event / Calendar Submission

In order for an event to appear on our **global calendar**, reach a broader audience, and potentially be covered in our **AGBU publications**, you must enter information at our event submission site at **agbu.org/submit-event**.

With the launch of our new global website, we have revamped the portal, created a beautiful design and added helpful elements that will allow you to submit extensive information about your event, such as agendas, speaker bios and fundraising causes. Each event page can serve as your informational site that you can use to market your event. **Let's get started!**

Account Activation And Login

1. **New Users:** To receive a new login, email forms@agbu.org; subject line: New Login. Each AGBU entity will be given a unique username (i.e. AGBUchaptername or YPgroupname) with only 1 login per group.
2. **Returning Users:** Upgrade your account by resetting your password[1].
3. **Security:** You will be required to set up Two Factor Authentication[2] (2FA) (also known as 2-Step Verification) with Google Authenticator.

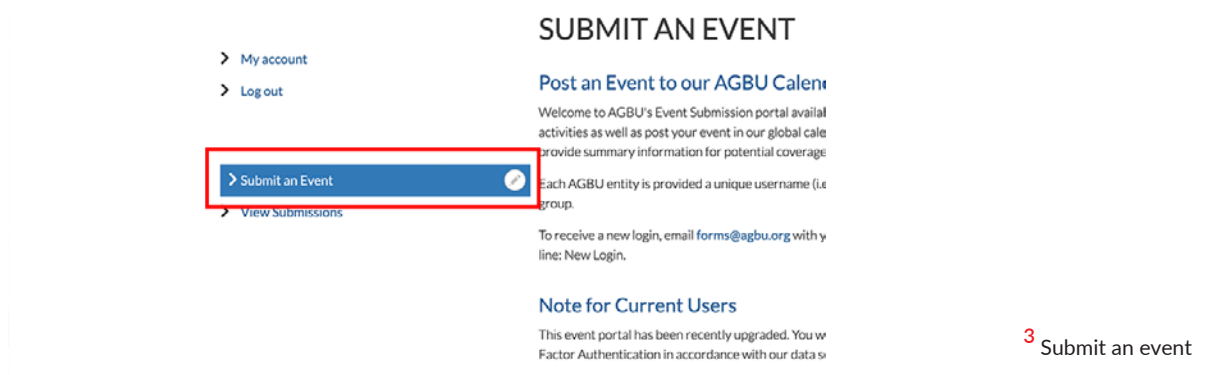[1] Reset your password

[2] Two Factor Authentication

4. Enter your login information, followed by the Google Code. **Remember: your username is NOT your email address.**
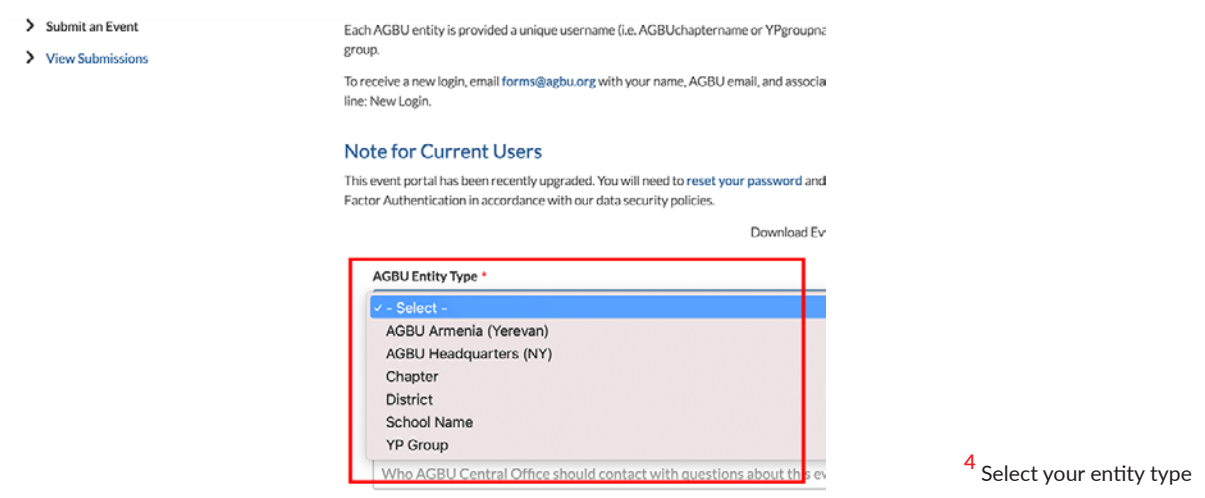
Submitting an Event

Simply click on **Submit an Event**[3] to get started. To see or edit past submissions, click **View Submissions**.
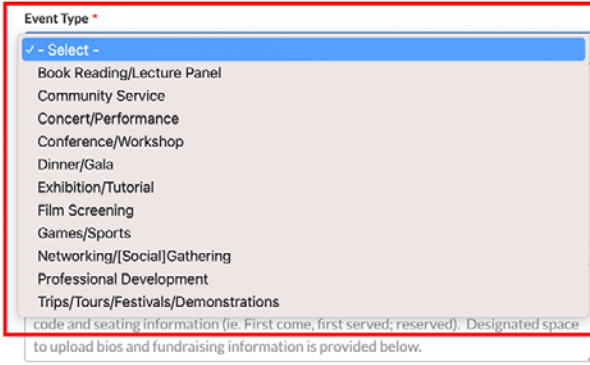
Mandatory fields are marked with an *.

1. Select your **AGBU Entity Type**[4] and input all data into the fields. **Do not use ALL CAPS.**
2. **Admission Price** You must write the currency in this field (i.e. 1000 AMD or $500 USD).

Event Type

You must select one event category type[5]. Once selected, you will have options for images to populate the banner for your event page.

NOTE: This is not your event flyer. You will still be able to upload your own event image (more on this later).

[5] Select your event type

Audience

Note if your event is virtual or for a specific youth audience.

- ☐ Children/Teens
- ☐ Young Professionals (YP events and other events for this age range)

Event Approach

For events with virtual elements select Virtual or Hybrid[6] as necessary to be able to include zoom or other links.

[6] Select your event approach

Venues/Dates/Times

1. If your event is in an **AGBU Center or Office**, check existing venues for a dropdown section. If you have a center and do not see it included in the list, please let us know.
2. Enter non-AGBU venue information as noted.
3. If you have more than one **Event Time**, input all, separated by a comma (i.e. 1pm matinee, 5pm, 9pm).

Event Flyer

You can upload your publicity image here[7]. It needs to be one square image (i.e. Instagram tile) with a minimal 1800x1800 pixels with 300 dpi resolution and up to 100 MB.
Allowed file types: gif, jpg, jpeg, png.

[7] Upload your flyer / select fundraiser

Fundraising

If your event is a fundraiser, check the box and select an AGBU fundraising cause and corresponding image[8].

AGBU can link your event to an existing donation page. This arrangement will be done corresponding with you via email (forms@agbu.org).

For non-US donation links, you can place the collection URL in the allotted space.

[8] Select fundraising check box

Event Schedule/Program

If you are planning a conference, performance or an event that has an agenda/program, you can upload **one PDF file up to 100MB**.

Featuring Event Speakers/Performers/Highlights

You will be able to upload a headshot and/or bio for your event speakers/performers/moderators/featured films etc[9]. Upload high quality images and limit the bios to under 300 words.

[9] Upload headshot or Bio

Submit/Save/Reschedule/Cancel

To submit your event click Submit. You may return to the form in **View Submissions** to make updates as needed.

Let us know if your event is **canceled** or **postponed. Postponed events can be updated later**[10].

Complete! Once your event is done, the system will send you reminder emails to let us know the event is complete. We now need your wrap up information so we can keep our information complete with potential to cover activities in our publications and elsewhere.

[10] Event Status

Post-Event Information

Once your event ends, you will receive an automatic email from the system prompting you to return to the site, input your post-event information, and send photos to archives@agbu.org.

To access your event, click on **View Submissions** and select the event. Click on Edit (the 2nd tab)[11].

1. Scroll all the way down to **Event Status**.
2. Click on **Complete** to prompt post-event fields.

[11] Event Status

3. Remember to e-mail 3-5 high quality event photos to archives@agbu.org
4. AGBU offices, submit photos to the DAM system.

QUESTIONS?

Please contact your local office
or email **forms@agbu.org**