

COMMUNICATIONS
GUIDELINES

EVENT/
CALENDAR
SUBMISSION

AGBU

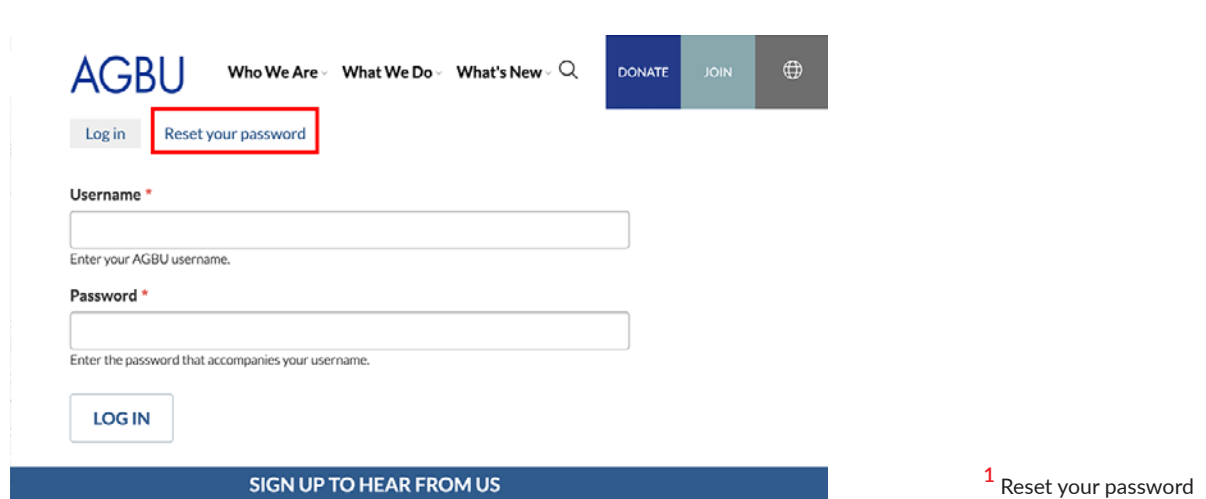
Event / Calendar Submission

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 password¹.
3. **Security:** You will be required to set up Two Factor Authentication² (2FA) (also known as 2-Step Verification) with Google Authenticator.



The screenshot shows the AGBU website's login page. At the top left is the AGBU logo, followed by navigation links: 'Who We Are', 'What We Do', and 'What's New'. To the right are buttons for 'DONATE', 'JOIN', and a globe icon. Below these are 'Log in' and 'Reset your password' buttons. The 'Reset your password' button is highlighted with a red box. Below the buttons are two input fields: 'Username *' and 'Password *'. Below the 'Password *' field is a 'LOG IN' button. At the bottom of the page is a dark blue banner with the text 'SIGN UP TO HEAR FROM US'. To the right of the banner is a red superscripted number '1' followed by the text 'Reset your password'.

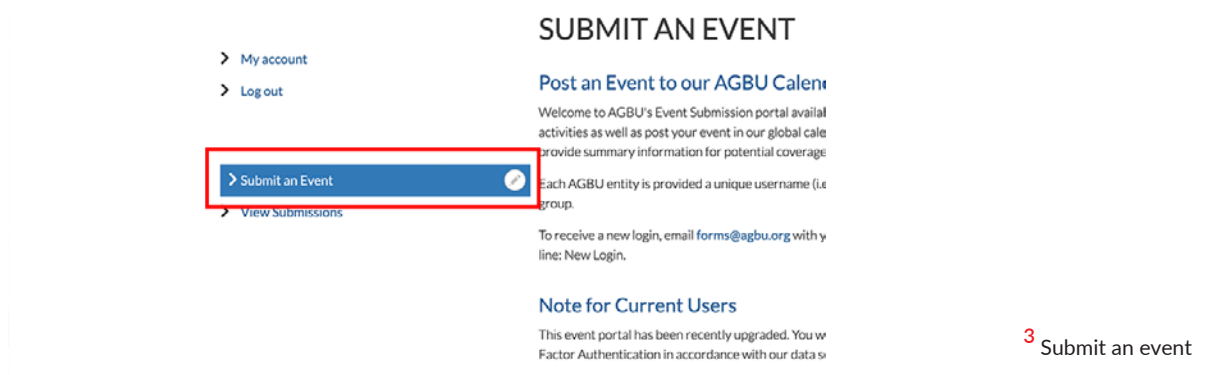


4. Enter your login information, followed by the Google Code. **Remember: your username is NOT your email address.**

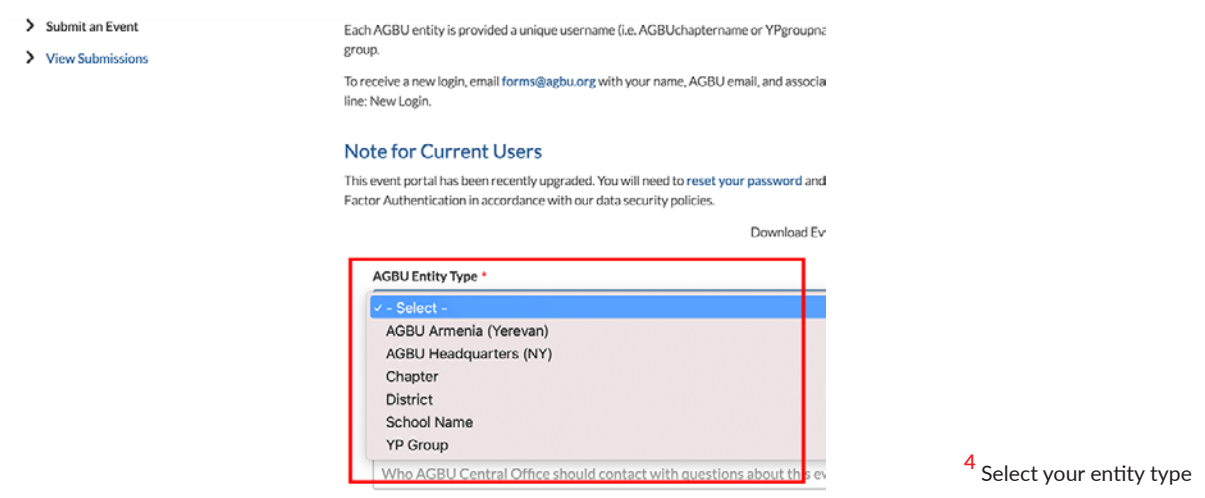
Submitting an Event

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 *.



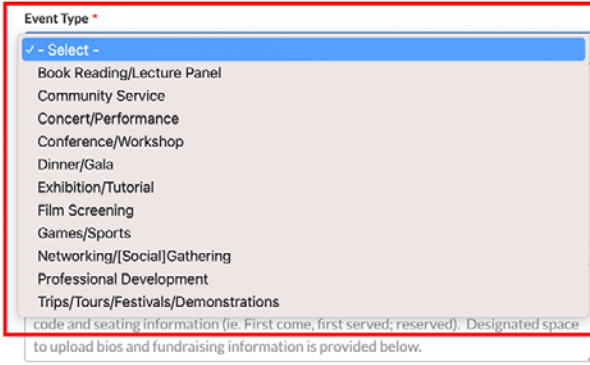
1. Select your **AGBU Entity Type**⁴ and input all data into the fields. **Do not use ALL CAPS.**
2. **Admission Price** You must write the currency in this field (i.e. 1000 AMD or \$500 USD).



Event Type

You must select one event category type⁵. 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).



The screenshot shows a form with two fields. The first field is labeled "Event Name" and is empty. The second field is labeled "Event Type" and is open, showing a dropdown menu. The dropdown menu has a blue header with a checkmark and the text "- Select -". Below the header, there is a list of event types: Book Reading/Lecture Panel, Community Service, Concert/Performance, Conference/Workshop, Dinner/Gala, Exhibition/Tutorial, Film Screening, Games/Sports, Networking/[Social]Gathering, Professional Development, and Trips/Tours/Festivals/Demonstrations. Below the list, there is a small text box with the text "code and seating information (ie. First come, first served; reserved). Designated space to upload bios and fundraising information is provided below." and a character count "300 character(s) remaining".

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 Hybrid⁶ as necessary to be able to include zoom or other links.



The screenshot shows a form with a field labeled "Event Approach". There are three radio button options: "Live" (selected), "Virtual", and "Hybrid". Below each option is a brief description: "All attendees are physically present in one location" for Live, "People attend the event entirely online" for Virtual, and "Some people attend in person, others online" for Hybrid.

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 here⁷. 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.

Event Flyer Upload (Instagram Square Tile)

No file chosen

Please upload a high quality square image for your event (i.e. Instagram tile). One file only. Minimal 1800x1800 pixels with 300 dpi resolution.
One file only.
100 MB limit.
Allowed types: gif, jpg, jpeg, png.

Is this a Fundraiser?

Event Schedule

Please upload a PDF of your event schedule/program (if any).

No file chosen

One file only.
100 MB limit.
Allowed types: pdf.

⁷ Upload your flyer / select fundraiser

Fundraising

If your event is a fundraiser, check the box and select an AGBU fundraising cause and corresponding image⁸.

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.

Is this a Fundraiser?

Yes, I'd like to collect donations using AGBU online systems (US Only)?

FUNDRAISING CAUSE

Fundraising Cause Image

 Arts	 Scholarships	 Empower Her	 Fund for Artsakh
 Afterschool Reimagined	 Opportunity Fund	 Global Relief Fund	 Senior Dining

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 etc⁹. Upload high quality images and limit the bios to under 300 words.

The screenshot shows a form titled "Event Schedule" with a file upload field for the event schedule/program. Below this is a section titled "Do you want to feature a bio and image of your moderators/honorees/presenters/performers?" with a dropdown menu set to "Yes". Underneath is a table for "Featured Bios" with columns for NAME, TITLE, BODY, and HEADSHOT. The HEADSHOT column has a "Choose File" button and instructions: "One file only. 100 MB limit. Allowed types: gif, jpg, jpeg, png." At the bottom of the form is an "ADD" button, a counter showing "1" item, and a link to "more items".

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.

The screenshot shows a form titled "Event Status" with radio button options: "Planned" (Default value. Event is continuing as planned), "Canceled" (Choose canceled if the event will not be held at a new date), "Postponed" (Choose postponed if the event will be scheduled for a new date), and "Complete" (If event took place as scheduled, please choose Complete and fill out the closeout details). The "Postponed" option is selected and highlighted with a red box. Below the options is a text field labeled "Reason" with instructions: "If your event is not taking place on the originally scheduled date, please choose whether it has been canceled or postponed, the reason why, and the new date if applicable. If the new date is unknown, please enter TBD."

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.



The screenshot shows a navigation menu with options: View, Edit, Test, Results, Revisions, and Translate. Below the menu is a sidebar with links: My account, Log out, Submit an Event, and View Submissions (highlighted with a red box). The main content area is titled 'SUBMIT AN EVENT' and contains a section 'Post an Event to our AGBU Calendar' with a welcome message and instructions. A red '11' is positioned to the right of the 'Event Status' text.

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