

COMMUNICATIONS  
GUIDELINES

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EVENT/  
CALENDAR  
SUBMISSION

AGBU

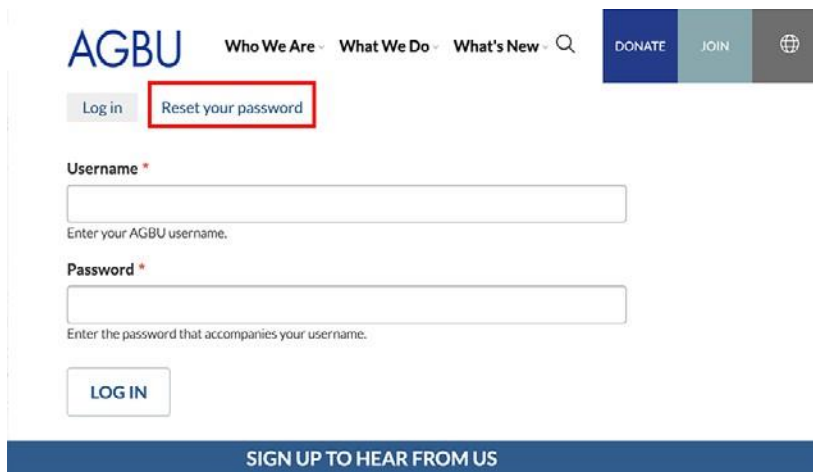
# Event / Calendar Submission

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](https://agbu.org/submit-event).

On our website, we have 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, please submit a ticket through our [Help Request](#). You will get only 1 login per group.
2. Returning Users: Upgrade your account by resetting your password<sup>1</sup>.
3. Security: You will be required to set up Two Factor Authentication<sup>2</sup> (2FA) (also known as 2-Step Verification) with Google Authenticator.



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DONATE JOIN

Log in **Reset your password**

**Username \***  
  
Enter your AGBU username.

**Password \***  
  
Enter the password that accompanies your username.

LOG IN

SIGN UP TO HEAR FROM US

<sup>1</sup> Reset your password



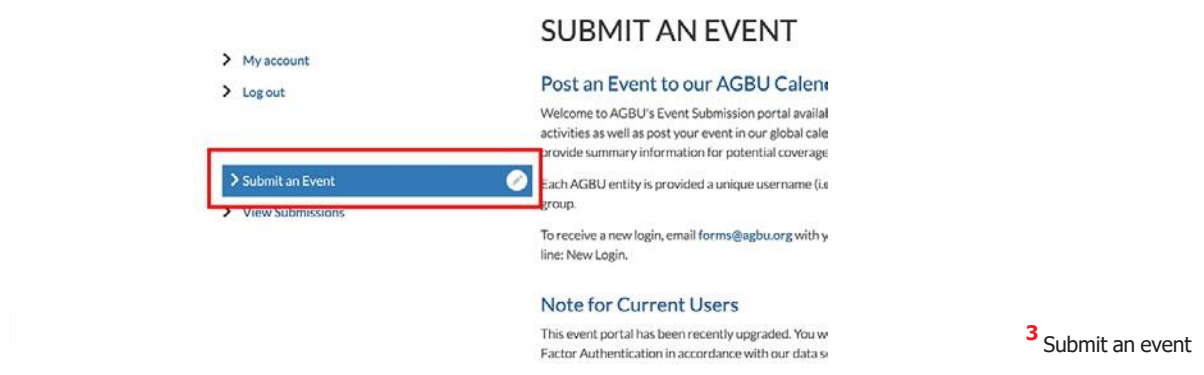
<sup>2</sup> Two Factor Authentication

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<sup>3</sup> to get started. To see or edit past submissions, click View Submissions.

Mandatory fields are marked with an \*.



1. Select your AGBU Entity Type<sup>4</sup> and input all data into the fields. Do not use ALL CAPS.



## ORGANIZER DETAILS

AGBU Entity Type \*

- Select -

- Select -

AGBU Armenia (Yerevan)

AGBU Headquarters (NY)

APRI Armenia

Chapter

District

School Name

Western Region

YP Group

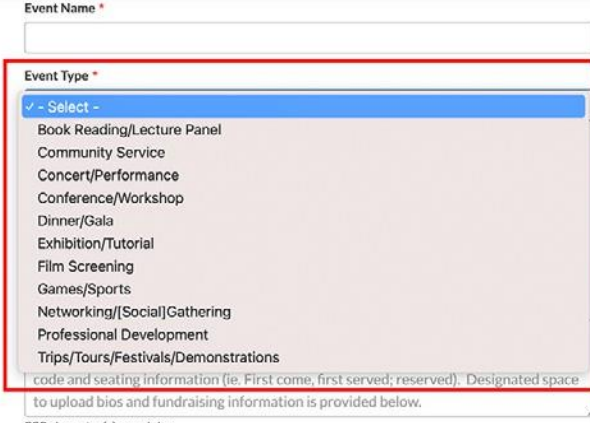
- <sup>4</sup> Select your entity type

2. Event Details: You have a 500 character limit, and you cannot use any emojis for the description of the event.

## Event Type

You must select one event category type<sup>5</sup>. 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 \*". The second field is labeled "Event Type \*" and is highlighted with a red border. The dropdown menu is open, showing a list of event categories: "- Select -", "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 note: "code and seating information (ie. First come, first served; reserved). Designated space to upload bios and fundraising information is provided below." At the bottom of the dropdown, it says "300 character(s) remaining".

<sup>5</sup> 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<sup>6</sup> 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 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.

<sup>6</sup> Select your event approach

**Relevant only if you are submitting an event for the Wester Region:** If you are submitting for local dates such as sporting/scouting schedules, school start dates, etc., in other words, dates that are not actual events that need to be featured on our global event calendar, please make sure to check the “Appear on Local Calendar Only” field.

## 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.

## Event Details

3. Event Price: You must write the currency in this field (i.e. 1000AMD or \$500 USD).
4. Event Contact Email: Please make sure that you do not use somebody’s full name along with their phone number just for security reasons.
5. If you are requesting AGBU to build a registration form for your event, please make sure to check the “Please set up RSVP/ticketing through AGBU (Available for USD, EUR\*, CAD and GBP)” field.

In this case, once you have submitted the event, you must also submit the EVENT TICKETING FORM to set up this event with RSVP/ticketing through AGBU. This should be done through our [Help Center](#) (Form Requests >> Event Ticketing Form, or by directly going to <https://agbu.org/form/event-ticketing>).

## Event Flyer

You can upload your publicity image here<sup>7</sup>. It needs to be one square image (i.e. Instagram tile) with a minimal 3840x3840 pixels with 72 dpi resolution and up to 20 MB.

Allowed file types: gif, jpg, jpeg, png.

### Event Flyer Upload (Instagram Square Tile)

Please upload a high quality square image for your event (i.e. Instagram tile). Maximum 3840x3840 pixels with 72 dpi resolution.

No file chosen

One file only.

20 MB limit.

Allowed types: gif, jpg, jpeg, png.

Is this a Fundraiser?

### Event Schedule/Brochure/Playbill

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

No file chosen

One file only.

20 MB limit.

Allowed types: pdf.

### Link Text

Enter display text for the link, i.e. "View the Playbill" or "View our Brochure". Link label will default to "View our Schedule"

**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<sup>8</sup>.

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

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 Centers

**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 20MB.

<b>Event Schedule/Brochure/Playbill</b> Please upload a PDF of your event schedule/brochure/playbill (if any).  <input type="button" value="Choose File"/> No file chosen  One file only. 20 MB limit. Allowed types: pdf.	<b>Link Text</b> Enter display text for the link, i.e. "View the Playbill" or "View our Brochure". Link label will default to "View our Schedule"  <input type="button" value="View our Schedule"/>
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## 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<sup>9</sup>. Upload high quality square images and limit the bios to under 300 words.

Do you want to feature a bio and image of your moderators/honorees/presenters/performers?

Featured Bios			
NAME	TITLE	BODY	IMAGE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> Maximum 1920x1920 pixels with 72 dpi resolution. One file only. 20 MB limit. Allowed types: gif, jpg, jpeg, png.

  more items

<sup>9</sup> 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<sup>10</sup>.

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.

**Event Status**

**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

**Complete**  
If event took place as scheduled, please choose Complete and fill out the closeout details

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.

**Reason**

<sup>10</sup> 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)<sup>11</sup>.

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



The screenshot shows a web interface for submitting events. At the top, there are navigation tabs: View, Edit, Test, Results, Revisions, and Translate. On the left, there is a sidebar menu with options: My account, Log out, and Submit an Event. Under 'Submit an Event', the 'View Submissions' link is highlighted with a red box. The main content area is titled 'SUBMIT AN EVENT' and contains the following text:

**Post an Event to our AGBU Calendar**

Welcome to AGBU's Event Submission portal available to AGBU entities and offices activities as well as post your event in our global calendar. In addition, after an event provide summary information for potential coverage in AGBU publications or social

Each AGBU entity is provided a unique username (i.e. AGBUchaptername or YPgroup group).

To receive a new login, email forms@agbu.org with your name, AGBU email, and ass line: New Login.

**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 submit a ticket through our [Help Center](#).