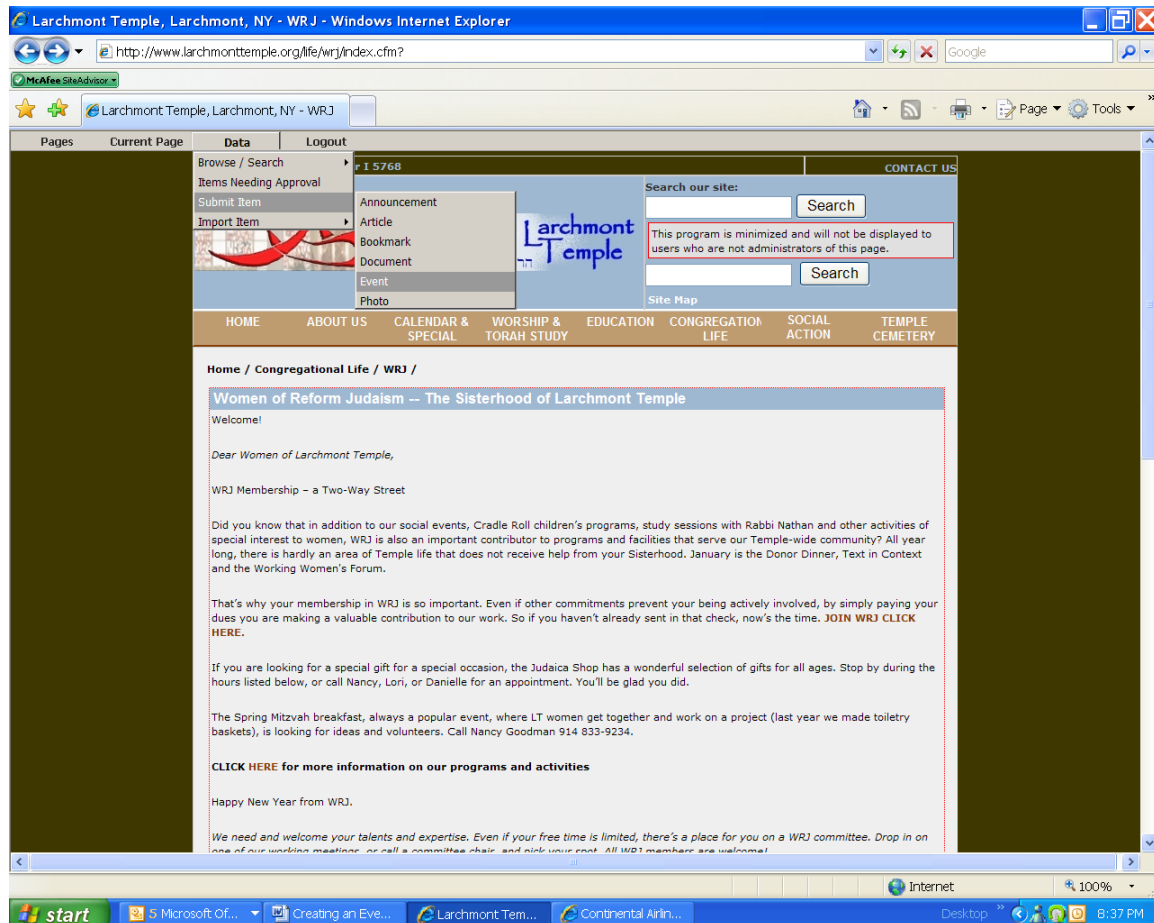


## Creating an Event

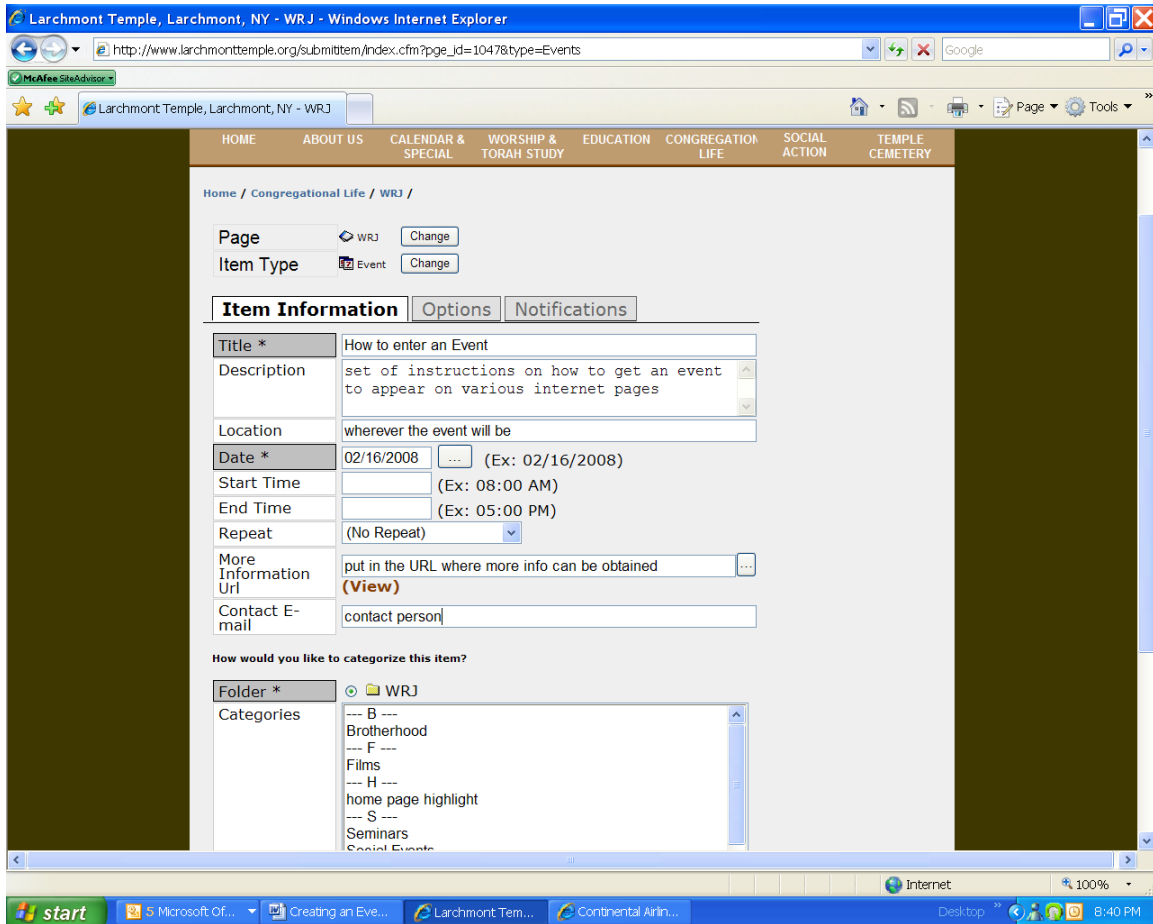
*First create page with the details of the event and upload any invitation or brochure material. You will want this url to put into the event when you set it up.*

1. Go to Data Menu and select Submit Item and then Event

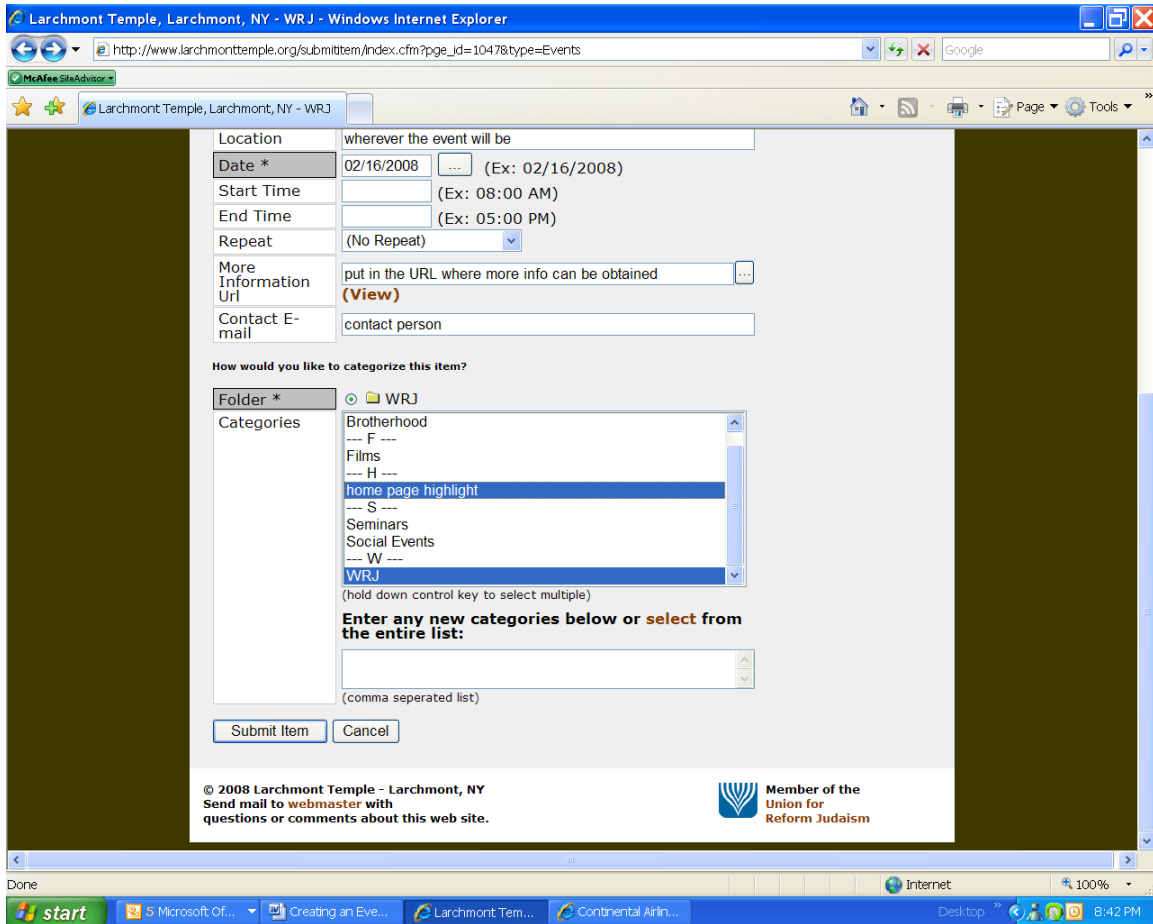


2. Fill out form. Remember to select categories by holding down control and then highlighting the appropriate category (for example: WRJ and Home page highlight) If *this doesn't work, just select one.* You will go back later and add others.

**NOTE:** Use Categorization to filter which items will appear in a given program. For instance on the Member's Resource page, Links to different sets of music files are under different programs by assigning different categories to them (hence the LT Festival Music category). If you don't see a category that fits your needs you can create your own by typing them into the category box on the bottom of the page separated by commas.



3. Click submit item at the bottom of the page



4. Events should look like this:

The screenshot shows a Windows Internet Explorer browser window displaying the website for Larchmont Temple, Larchmont, NY - WRJ. The page title is "WRJ Organizing Committee". Below the title, there is a message: "For upcoming Events, please scroll down". The main content area is titled "WRJ Upcoming Events" and lists events for March and April 2008.

**WRJ Organizing Committee**

For upcoming Events, please scroll down

**WRJ Upcoming Events**

**March 2008**

- 03/06 - **Text in Context Moonlights** (7:00 PM to 9:00 PM) ★  
Women and Jewish Law Finding a place in the tension between tradition and modernity Sexuality and Marital Relations
- 03/10 - **Women's Seder 2008 Study and Creation Sessions**
- 03/16 - **Working Women's Forum - Books & Bio** (10:15 AM to 11:45 AM) ★  
Getting to know each other better by sharing books we've really enjoyed reading.
- 03/27 - **Lecture by Dr. Julie Parker** (7:00 PM to 9:00 PM) ★  
Hannah, a Woman of Persistence

**April 2008**

- 04/04 - **Text in Context 5768** (9:30 AM to 11:00 AM) ★  
Rabbi Nathan's Spring Series
- 04/08 - **Women's Seder 2008**  
This year we will study and create together a special seder celebrating the traditionally unsung story of women in the Passover Story and the universal values it teaches us.
- 04/11 - **Text in Context 5768** (9:30 AM to 11:00 AM) ★  
Rabbi Nathan's Spring Series

Below the event list, there are four "Add Program" buttons arranged in a grid-like fashion.

© 2008 Larchmont Temple - Larchmont, NY  
Send mail to [webmaster](#) with questions or comments about this web site.

Member of the Union for Reform Judaism

5. You do not need to publish events.

6. Go to search events. Find the event you just created using the keyword search. Go to categorization. Check additional categories you would like to associate with your event.