



Click “Events” (main menu option), then the submenu option “Register Your Event” to get started.

Note: The Events page gives the user the ability view all “Approved” events along with search capabilities.

Your Details

Name: Enter the name of the person who is submitting information on behalf of their Chapter.

Email: Enter the email address of the person who is submitting the information on the site.

Event Name

Please type the formal name of the event. What are you calling the event?
Example: Sip & Soap Mr./Ms. Alumni Fundraiser – Metro DC Chapter

When (drop down box)

- Please answer if this is a single event or a recurring event.
- If it’s a reoccurring event, please include the additional information in the fields: Daily, Weekly, Monthly, Yearly.
- Please insert the information that fits your event. Also, reference reoccurring dates in the “Detail” section below.

Event Date(s)

Select the date of the event from the calendar and include the start and end times from the drop box. If multiple days (continuous), please check “All day”.

Event Status

- Click active. This means your event is scheduled to take place.
- Cancelled means the event was advertised, and then canceled. (All events should be posted 30 days prior to the start date of the event.)

Where: Location Type

- Please use the drop box - Physical Location means the event will be in-person.
- URL means the event will be virtual.
- If you click physical location, then you will need to complete Location Name, Address, City/Town, State/County, Postcode (means Zip Code), Region means what region is your chapter located, and URL means insert your website address

Details

Please provide a brief description of your event. Please include cost/fees/free, contact person for additional information, as much details as possible. You can get this information from your flyer/post. Please include your social media link.

Upload Flyer/Advertisement

Please upload a professional flyer, marketing or promoting your event. PDF format is what I recommend. If the image is too large it will not post to site. Maximum size allowed is 700 x 700.

Please check the box that you consent to submittal data being collected and stored as outlined by the site.

Click and you are finished.

I will receive an email notification stating an event has been posted. I will review and release for posting if there are no issues; or I will get in contact with the submitter, requesting additional information.

Event & Technical Support Contacts:

NCCUA Secretary: Tonette Amos – tamos@nccualumni.org

NCCUAA Web Developer: LaMonte Leath – previsiondesign@gmail.com