Event Posts

Event Posts allow you to add live events or webinars to your event calendar.

Topics

How do I locate event posts?

How do I create event posts?

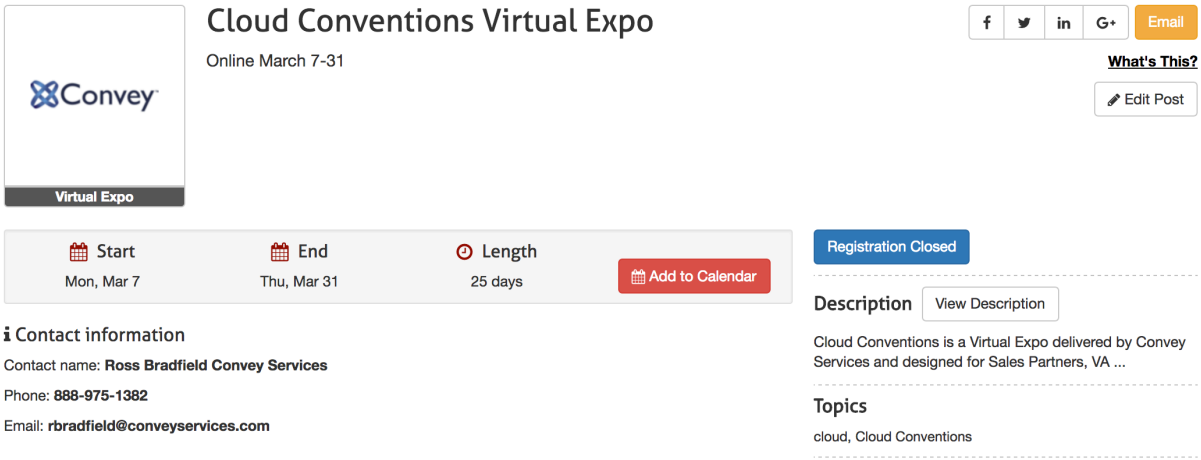
How do I feature an event post?

What additional options can I add to an event post?

How can viewers see and share my event?

Event Posts

Event Posts allow you to add live events or webinars to your calendar. You can offer free access or registration to your event on a Convey site or link the viewer to an external registration system.



Event Posts

Event Posts allow you to add live events or webinars to your event calendar.

Topics

How do I locate event posts?

How do I create event posts?

How do I feature an event post?

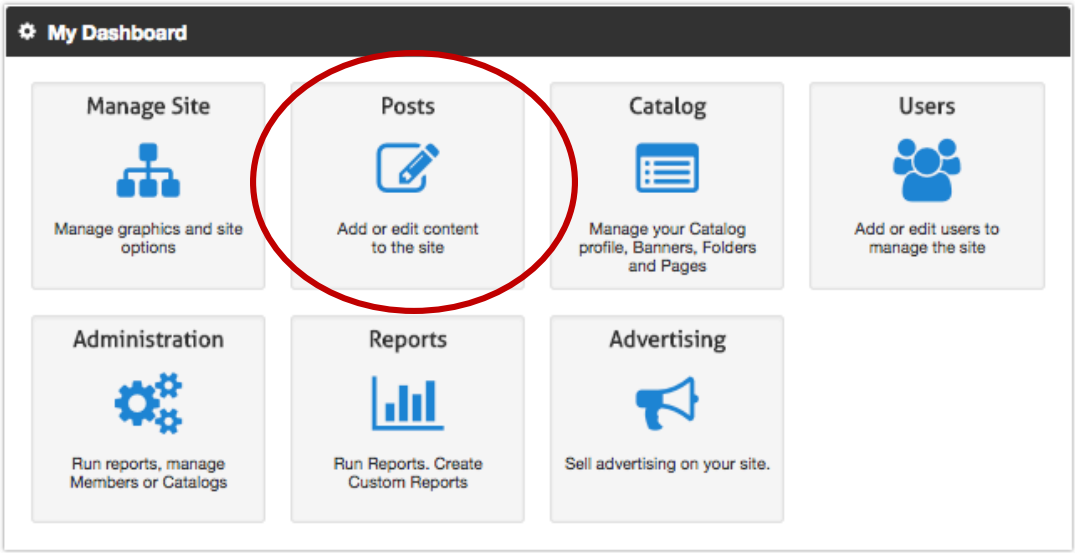
What additional options can I add to an event post?

How can viewers see and share my event?

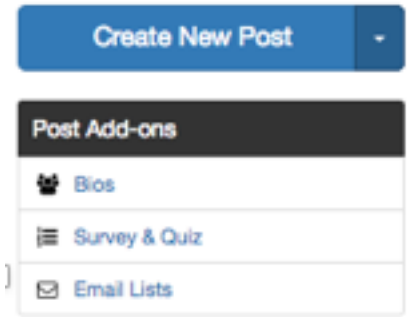
Event Posts

How do I locate event posts?

Login, and select "Posts" from your dashboard.



You will be presented with all of the posts you have added along with a menu on the left navigation bar to create a new event or to manage post add ons such as biographies, surveys & quizzes and catalog email lists for email campaigns.



Event Posts

Event Posts allow you to add live events or webinars to your event calendar.

Topics

How do I locate event posts?

How do I create event posts?

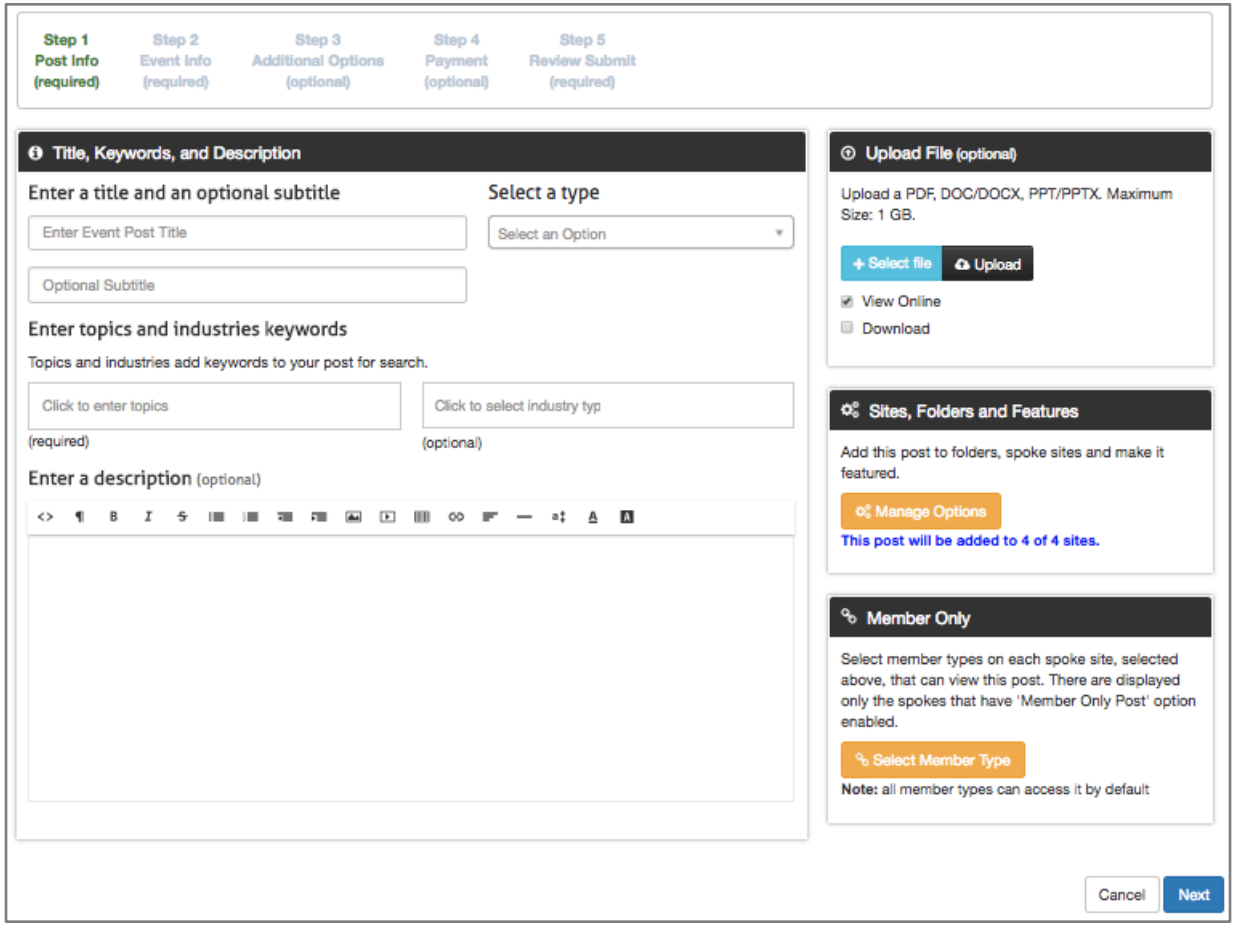
How do I feature an event post?

What additional options can I add to an event post?

How can viewers see and share my event?

Event Posts – Step 1

How do I create event posts?
There are 2 required steps for events. In Step 1, enter in the event's title, event type (in person, webinar, etc.), topic keywords and an optional description. Select "Manage Options" in Sites, Folders and Features to add this event to additional spoke sites or feature it. Select "Select Member Types" from Members Only to make this event available to specific types of logged in members.



Event Posts

Event Posts allow you to add live events or webinars to your event calendar.

Topics

How do I locate event posts?

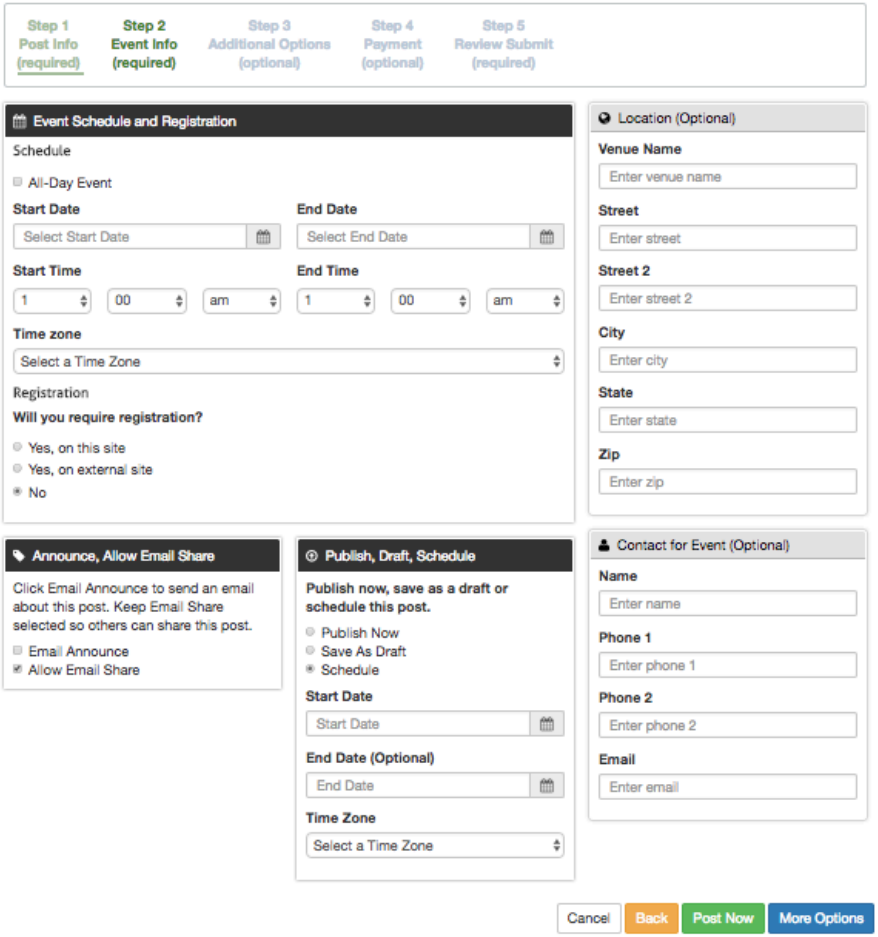
How do I create event posts?

How do I feature an event post?

What additional options can I add to an event post?

How can viewers see and share my event?

Event Posts – Step 2



How do I create event posts?

In Step 2, enter your event's schedule and registration options. If this is an in-person event, enter the location and address. If this is a virtual event, enter the webinar's access information.

Add an optional contact person for the event, select any sharing options and then elect to post now or schedule your post to appear.

QUICK TIP

If you have an in-person event, the location will be a physical address. If you have a webinar or audio call, you will enter access information for the virtual event.

Event Posts

Event Posts allow you to add live events or webinars to your event calendar.

Topics

How do I locate event posts?

How do I create event posts?

How do I feature an event post?

What additional options can I add to an event post?

How can viewers see and share my event?

Event Posts – Step 3

What additional options can I add to an event post?
Additional options for a post appear in Step 3 of the wizard. These additional options include adding a profile of an individual, adding a survey or quiz, or sending an email announcement to contacts in a pre-uploaded email list. If this post is for purchase, the ability to select if it was for purchase would appear in this step.

Event Posts

Event Posts allow you to add live events or webinars to your event calendar.

Topics

How do I locate event posts?

How do I create event posts?

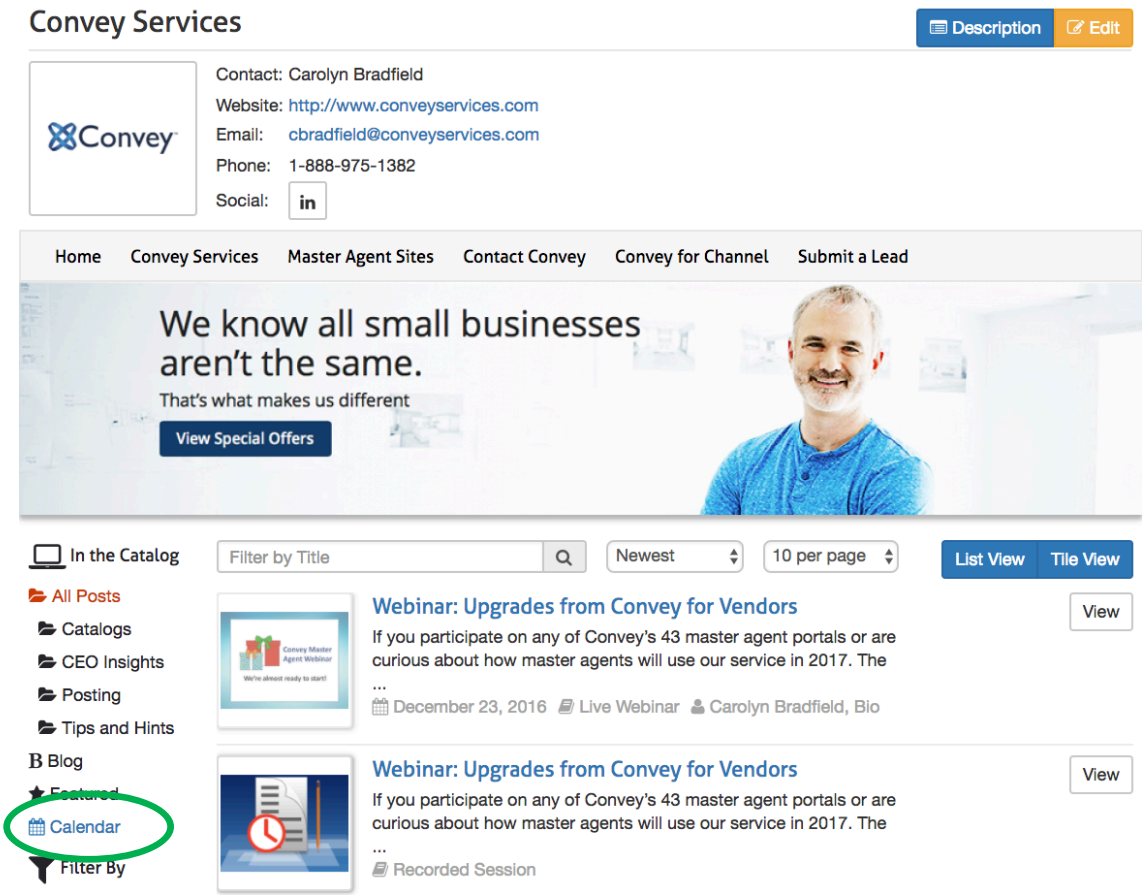
How do I feature an event post?

What additional options can I add to an event post?

How can viewers see and share my event?

Event Posts

How can viewers see and share my event?
After adding events to your catalog, a Calendar option will appear under your folders where users can access your events.



Event Posts

Event Posts allow you to add live events or webinars to your event calendar.

Topics

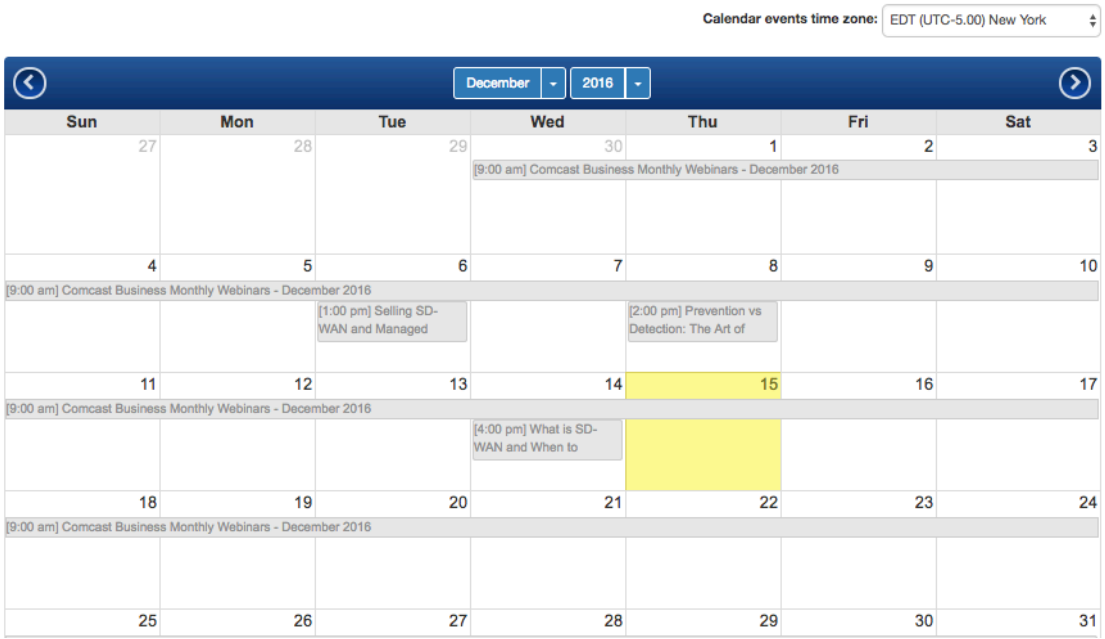
How do I locate event posts?

How do I create event posts?

How do I feature an event post?

What additional options can I add to an event post?

How can viewers see and share my event?

Event Posts

How can viewers see and share my event?
Viewers will be able to see all of your events in your Calendar. Your event will also be made available on the site's main calendar at the discretion of the site administrator.