





## Creating an Event Post

### Instructions:

1. Go our events page: <http://energyclub.stanford.edu/events>
2. Login to your Energyfolks account. See here for detailed instructions or troubleshooting. <http://energyclub.stanford.edu/?p=9429>
3. On the Events page, click "Post New Event"

**Events Calendar**

Search  View:   

**Post new event** Filters: Location: [Stanford, CA](#) Tags: [Any tag](#) Source: [This Network](#)

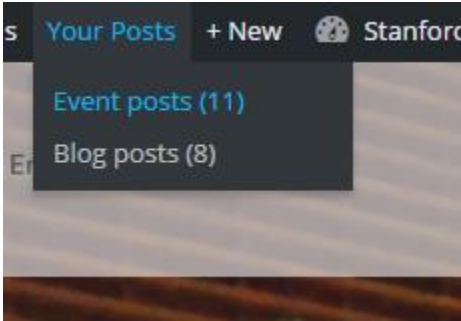
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29 The Energy Stanford	1 Stanford	2 Stanford	3 Stanford	4 Stanford	5
6	7 The Energy	8	9 Driving LED Energy 360	10	11	12

4. Follow the prompts to fill out the event form.
5. Some tips:
  - Be sure to include the zip code in Location Address for accurate geolocating
  - Your Synopsis text will automatically appear in our weekly digest, so make it catchy and descriptive.
  - Be selective with the networks you target, as this will speed up approval of your post. (Many networks automatically reject non-local events)

### Troubleshooting:

1. Event posts are moderated by each network's leadership, and they won't appear on our calendar until they are approved. Contact [energyclubcontacts@lists.stanford.edu](mailto:energyclubcontacts@lists.stanford.edu) for post approval on the Stanford network.
2. Post not showing up on the calendar? You can check on it under the Your Posts tab at the top of your screen.
  - Check the moderation status
  - Make sure you entered the correct address. The calendar automatically filters by location.



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Details	Versions	Edit	Analytics
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**This is your post**

Submitted on Monday, March 7, 2016 at 16:34 by you. Last updated on Monday, March 7, 2016 at 16:35 by you.

**Moderation Status**

- Stanford Energy Club: Not yet approved, awaiting approval

[Delete this post](#)

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**SAMPLE EVENT TITLE**

**Tuesday, April 12, 2016 12:00 PM to 1:00 PM**

**Stanford, CA 94305**