



Creating Events in HSCMD's Website

Please log in and go to **Admin section (top tool bar)**, **HSCMD Events** (look for the tulips), **Overview** then **Add new event**

Event Title

- Only one event title must be used (do not combine two topics in the event title)
- The following event titles must be used for classes: Parenting Support & Education Class, Childbirth Education & Support Class, Tobacco Education and Smoking Cessation Counseling, Interconception Education and Counseling, Nutrition Counseling, Breastfeeding Education and Support, Bereavement Support Group
- Please title events accordingly (Baby Shower, Mommy, Daddy and Me) and explain specifics in the Event Description.

Event Description

- Be clear and concise. Who is this class for? Do they need to register? Is this a series?
- At minimum, the description must include the following:

Description:

Instructor: Ariel Morel

Language: English

Point of Contact: Melvin Hernandez, Program Manager

Phone: 305-541-0210

Location: Healthy Start Coalition of Miami-Dade, Training Room

Start Time: 6:00 pm

End Time: 7:00 pm

Date: March 30, 2015

Address:

Healthy Start Coalition of Miami-Dade

72015 NW 19th Street, Suite 500

Miami, Florida 33126

Topics Covered Include: Parenting, bonding with the baby, what to do once the baby arrives home, etc.

Additional Information: Ongoing class. Please call to register. Free transportation is available.

Event Date/Times

- Registration Start Date– Will default to the beginning of the month. For example, a class which takes place on March 13, 2015 would have a registration start date of March 1, 2015.
- Registration Start Time – Will be 12:00am
- Registration End Date – Will be the next day after the class (24 hours)
- Registration End Time – Will be the time the class is scheduled to begin



Event Dates

- Event Start Date – Will be the day of the actual class (the Event End Date will default to the same day)
- Start and End times will be the actual time the class is scheduled to begin and end

Recurring Event Manager

- Is this a recurring event? – Indicate Yes or No utilizing the drop down menu. *If No, then simply move to the Advanced Options section. If Yes, please note the following:*
 - Create dates automatically or select manually? – Select “Manual”
 - For the Registration Starts On & Registration Ends On option, you will use the first event’s Registration Start & Registration End dates (which you entered earlier for the originating class)
 - Next question will be – Are all events available between the registration dates above – Select “No” (future registration dates will be incremented based on a formula)
 - Next you will add the event dates. You must enter the date of the first event to begin the series
 - Enter the future event dates – use the green plus sign to add more dates
 - Scroll down to Physical Location (Where will the class take place?) – Enter the address (use the Address 2 option for suite or office number), City, State, Zip Code and Country (USA) of where the class will take place
 - Venue Information – For Title, you will enter the name of the organization where the class will take place. Website – you will enter your organization’s website if you are hosting the class at one of your locations (if hosting at an outside location you will leave this blank). For Phone – you will enter the appropriate contact information. Everything else in this section remains blank.

Event Options

- Scroll back up to the top right of the page and look for Event Options – Look for **Display registration form?** Select “No”. If this is left as “Yes” it will allow people to register. We are not allowing people to register as of yet.

Event Category

- Select Parent Educational Class
- Select other appropriate type of topics covered (i.e. Breastfeeding, Childbirth, Interconceptional Health, Nutrition, Parenting)

Scroll back to the top and click on the blue button, “Submit New Event”. Note, once you do this, the event will show up.

Please review your grammar and look for typos

Font Size – 12

Do not bold, italicize, underline or make any other changes

Do not use “ALL CAPS”