

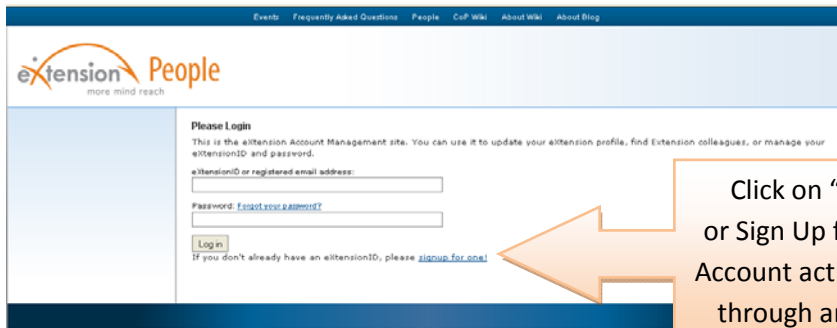


## Instructions to add Events to the eXtension Calendar

To add a new **Event** to the eXtension **Events** calendar, follow these instructions:

If you **do not have** an eXtension ID, go to <https://people.extension.org/>

# 1

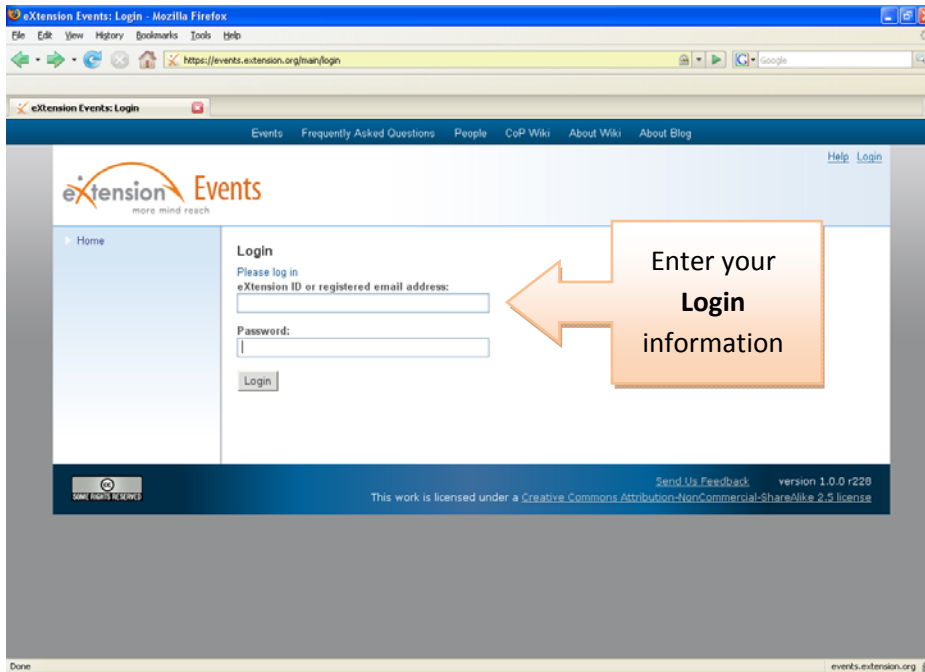


Click on "signup for one!" or Sign Up for an eXtensionID. Account activation is confirmed through an e-mail message.

Then goto website: <https://events.extension.org/> and enter login information (see Step 2).

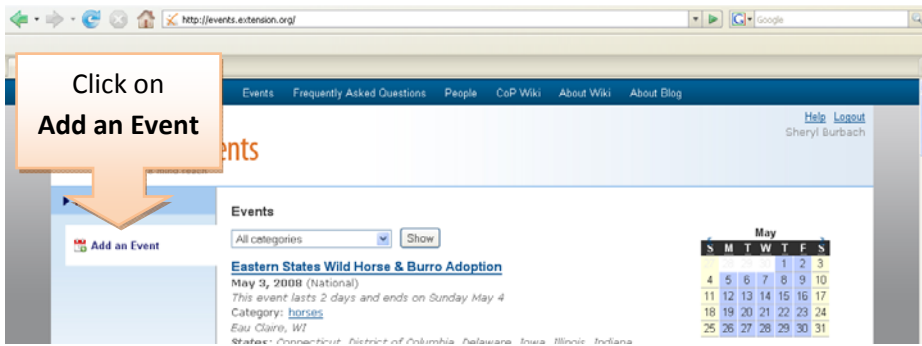
If you **have** an eXtension ID, go to website: <https://events.extension.org/>

# 2

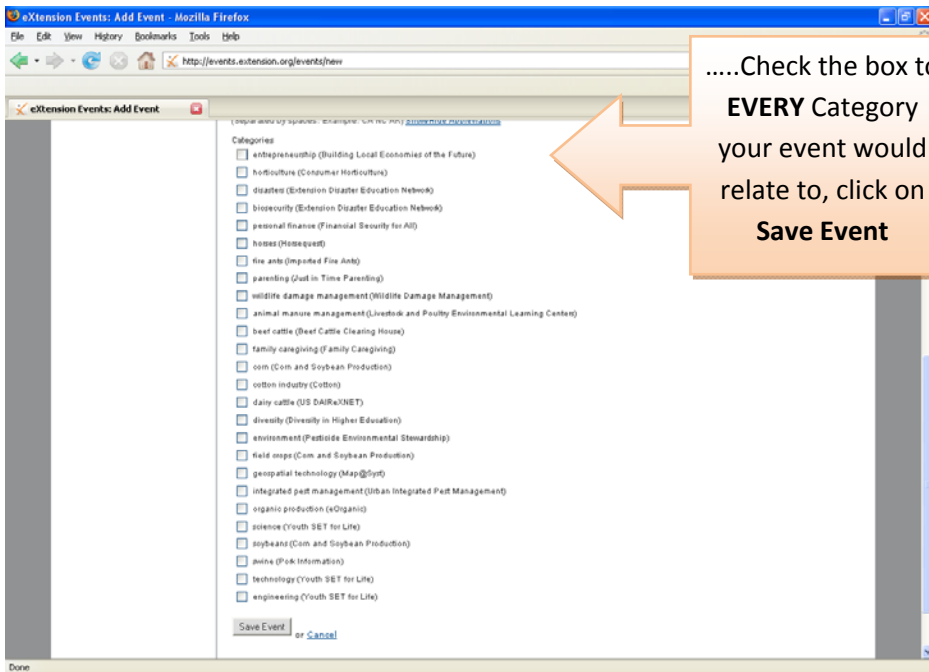
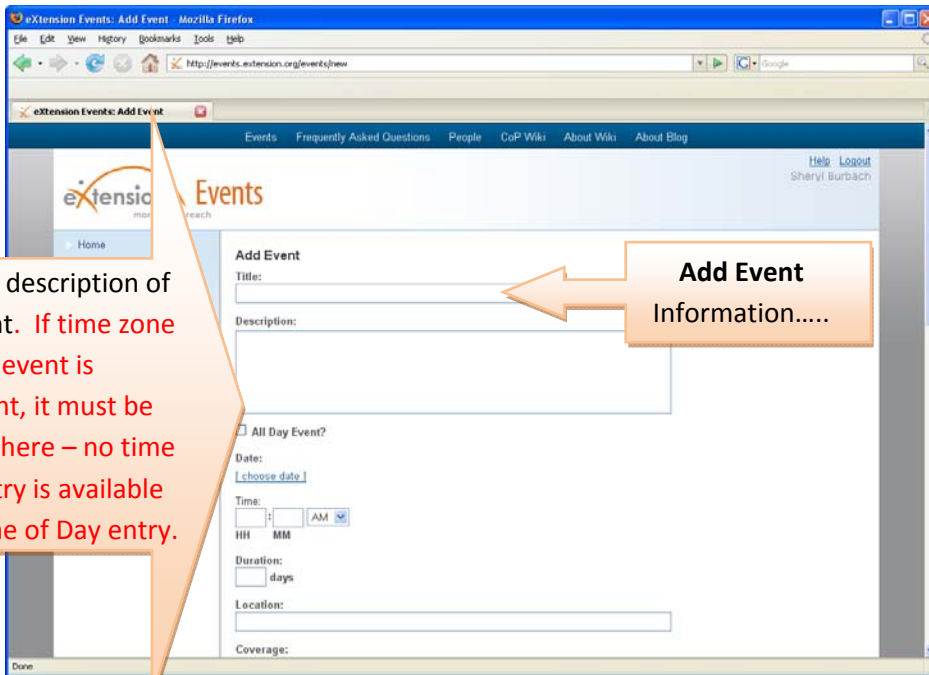


Enter your **Login** information

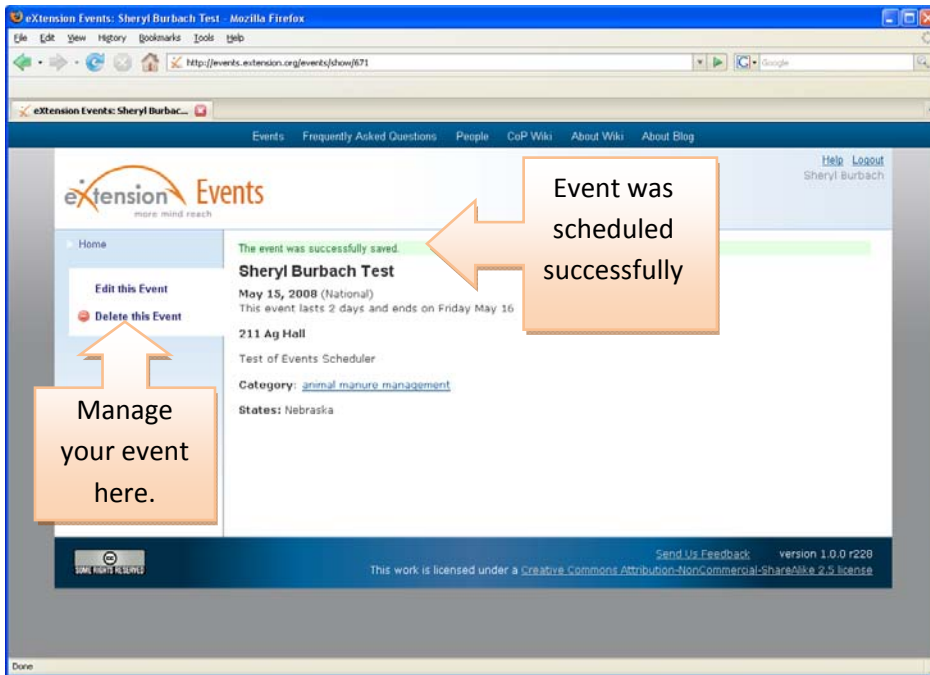
3



4



5



6

Check the appearance of your new event on the **eXtension Events Calendar**. The new Event can take several hours to post.

<http://www.extension.org/all/events>

or at bottom of main page for individual CoP.