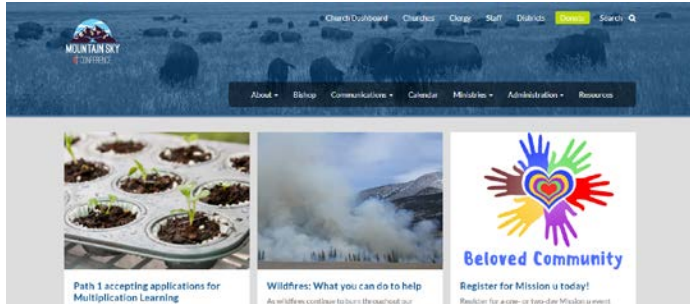
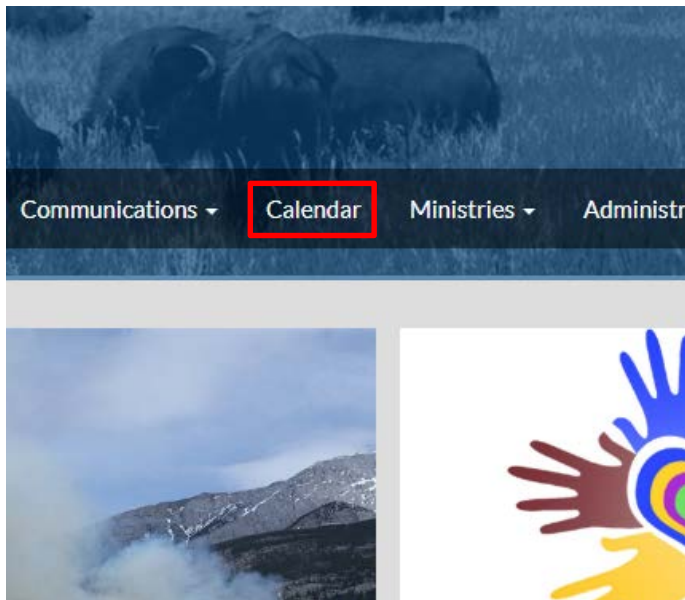


# Instructions for submitting an Event to the conference website

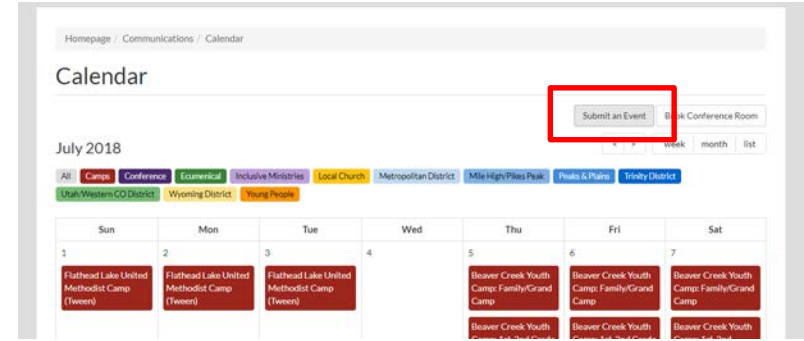
1. Navigate to the conference website ([www.mtnskyumc.org](http://www.mtnskyumc.org))



2. Then select **Calendar**



3. Select the **Submit an Event** button highlighted below



4. Please be sure to fill out the location and contact information fields at the bottom of the **Event submission** form. Don't forget to **save** the form when done.

A screenshot of the 'Submit an Event' form. The form includes a 'Save' button at the top left. Below it is a 'Title' text input field. The 'Event Dates' section contains fields for 'Start' and 'End' (each with a calendar icon and a 'Time' dropdown), a 'Recurrence' dropdown set to 'Does not recur', a 'Recurrence End' date field, and a 'Written Date' field with a calendar icon and a 'Time' dropdown. The 'Description' section has a 'Main/Big banner image' field with an 'Browse' button and a note: 'Make sure this image is not too small!'. The Mountain Sky Conference logo is visible at the top of the form.