



### **Instructions for Placing Chapter Events on the Website Calendar**

In order for Chapter events to be properly covered by APWA insurance provisions they must be placed on the Chapter calendar. In addition, for effective coordination among the Chapters many activities and committees it is important that all events be placed on the Chapter calendar. The Chapter calendar is maintained on the Chapter website.

1. Navigate to website: <https://sandiego.apwa.net>
2. Sign in using your APWA user id and password
3. Click [Control Panel](#)
4. Select Event Manager then either Create New Event or Copy Event
5. Fill in the appropriate fields
6. Save the event. Then click Publish.

Optional: If you want people to register for the event then create registration options