

Posting Events

Step 1: Register for Account

Click on "Register" for a free account on the Global Philadelphia webpage. All you need is a username and a valid email address.



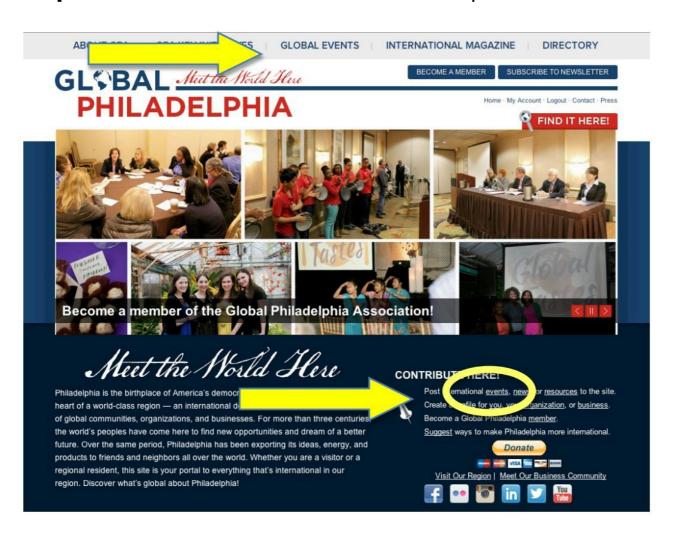
Step 2: Create Password

Check your email for information on how to continue the registration process. You will be provided with a temporary link to direct you towards setting up your account password.

Step 3: Create Profile

Enter your profile information where asked. Only required information is your first and last name.

Step 4 & 5: Click on "Global Events" in top header. Then "Post international Event"



Step 6: Enter Basic Event Info

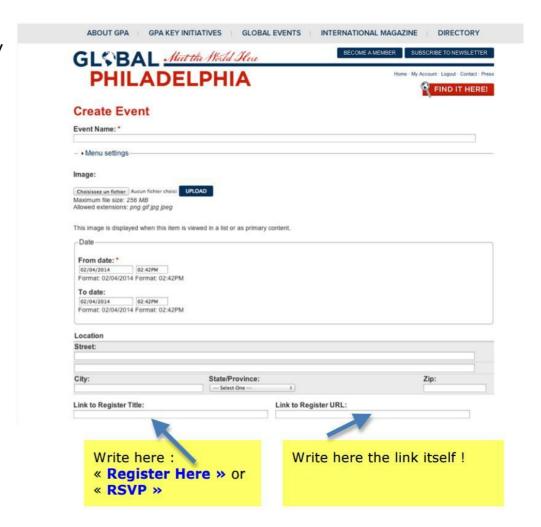
• **Event Name** – something that is both informative and a little catchy, but that also clearly identifies the event (e.g. is this a film screening, a book talk, a festival?)

Signature Image

Click "Browse" to select an image from your computer or hard drive. Then click "Upload." This profile image should be an identifying and image: organizational logo, image of the speaker, image of the film or book being discussed, etc. What you decide for image is up to you and your organization, but needs to be free to use or share (no license or credit required).

IMPORTANT NOTE! The site prefers rectangular images.

· **Link to Register** – A great benefit of this site is that if you have a registration process through a website, it will create a "Register Now" link in your event posting.



Wrapping Up the Posting!

Try to limit yourself to no more than 5 Topics, though preferably stay closer to 3.

Global Regions: if your event pertains to one or a few countries, select them in Global Regions. If it pertains to "Asian art," for example, select only "Asian" in the Regions tags. You do not need to, nor should you, select every country that falls into the "Asian" category.

Related Content: this is where you can link this event entry to your Profile on the GPA page.

Click Save to save all of your work:

the admin will publish the event or news after moderation. DO NOT HESITATE TO CONTACT GPA MEDIA TEAM WITH ANY QUESTIONS! webmaster@globalphiladelphia.org

