



# 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”

The screenshot shows the website's navigation bar with 'GLOBAL EVENTS' highlighted by a yellow arrow. The main header features the logo 'GLOBAL PHILADELPHIA' with the tagline 'Meet the World Here'. Below the header is a grid of event photos. A banner at the bottom left says 'Become a member of the Global Philadelphia Association!'. The bottom right section is titled 'CONTRIBUTE HERE!' and contains a yellow circle around the text 'Post international events, news, or resources to the site.' and a yellow arrow pointing to the 'Post international Event' link.

Navigation: ABOUT | GLOBAL EVENTS | INTERNATIONAL MAGAZINE | DIRECTORY

Buttons: BECOME A MEMBER | SUBSCRIBE TO NEWSLETTER

Home · My Account · Logout · Contact · Press

**GLOBAL PHILADELPHIA** *Meet the World Here*

**Become a member of the Global Philadelphia Association!**

**CONTRIBUTE HERE!**

Post international events, news, or resources to the site.

Create a profile for you, your organization, or business.

Become a Global Philadelphia member.

Suggest ways to make Philadelphia more international.

Donate

Visit Our Region | Meet Our Business Community

Facebook, Instagram, LinkedIn, Twitter, YouTube

## 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.

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FIND IT HERE!

### Create Event

Event Name: \*

Menu settings

Image:

Choisissez un fichier | Aucun fichier choisi | UPLOAD

Maximum file size: 256 MB  
Allowed extensions: png gif jpg jpeg

This image is displayed when this item is viewed in a list or as primary content.

Date

From date: \*

02/04/2014 02:42PM  
Format: 02/04/2014 Format: 02:42PM

To date:

02/04/2014 02:43PM  
Format: 02/04/2014 Format: 02:42PM

Location

Street:

City: State/Province: Zip:

Link to Register Title: Link to Register URL:

Write here :  
« Register Here » or  
« RSVP »

Write here the link itself !

## 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](mailto:webmaster@globalphiladelphia.org)

Categories

**Featured: \***  
Not Featured ▾

**Event Type:**  
Arts & Culture  
Community Events  
Conferences  
Conventions

**Audience:**  
No Audiences ▾

**Topic:**  
No Topics ▾

**Global Region:**  
No Regions ▾

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**Video Embed:**

Enter the URL or Embed Code here. The embedded third party content will be parsed and displayed  
The following services are provided: Vimeo, YouTube

**Related Content:**

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+