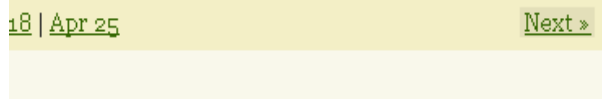
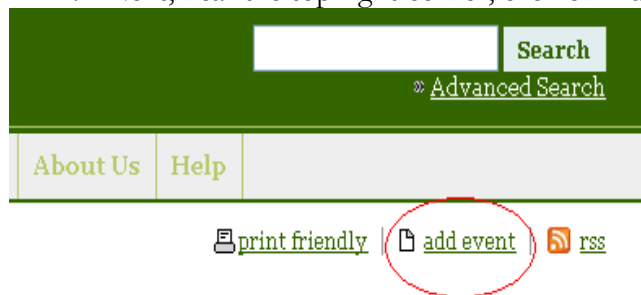


How to Submit Calendar Items

1. First click on the calendar section at the top of the page.



2. Next, near the top right corner, click on Add Event



scheduled for this period.



- Once on the Add Event screen, fill in each appropriate field. Fields with an asterisk require information. For example, in General Event Information, the event title, description, start date, and end date are required sections.
When choosing a date, click on the date section and a calendar will appear. Choose the month by clicking the arrows in the top right and left corners of the calendar. Choose the date by clicking on the appropriate day.

General Event Information

*Event Title

*Description

*Start Date

*End Date

Daily Start Time

Daily End Time

Time Zone

- Continue to fill in the appropriate fields. When you come to the Event Location section, both State and Country can be accessed by clicking the drop down arrow to the right.
Fill in the appropriate information for Sponsoring Organizations and Event Contact Information.

Event Location

Location Name

Address Line One

Address Line Two

*City

*State

*Country

Sponsoring Organization(s)

*Organization 1

Organization 2

Organization 3

☐ At least one of these organizations is LSC funded.

5. If CLE credits may be earned by attending the event, please indicate so by checking the box. Underneath you may provide any CLE comments.

If there is any information you would like to upload, like a pamphlet or a flyer, you can do so in the attachment section by clicking on the browse button to the right. However, we please ask that you fill in as much information as possible before uploading any additional information.

Earn CLE Credit

☐ CLE Credits may be earned from attending the event.

CLE Comments

Attachment(s)

File

Submitter Information

*Your Email

*Verification 8 8 0 5

Please enter the number displayed in the image.

6. Finally, please provide your email and fill in the numbers that appear to the right of the Verification section. Once you have checked through your information please click the Submit button.

Attachment(s)

File

Submitter Information

*Your Email

*Verification 8 8 0 5

Please enter the number displayed in the image.

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s required to open some documents on this site. (If you have questions about screen reader ability, [Accessibility Page](#) or the [Adobe Accessibility Blog](#) for more information.)

Once submitted, the administrators will check the event for approval. If you have any questions please contact SoCal@One-Justice.org