



Adding Events to the NEFEC.org Website

Procedure for adding ETS Application events to the NEFEC website.

Table of Contents

Navigate to NEFEC website	2
Click Staff Options	2
Add an event	2
Enter Event Information	3
View/Manage Events	3

Navigate to NEFEC website

Go to www.nefec.org website and make sure you are logged into your 'myNEFEC' account. Click the Events link at the top right.



Click Staff Options

Click the Staff Options button on the right side of the panel.



Add an event

Select 'Add an event' link

Procedural Guide for NEFEC Events

New system

- Temporarily disabled for improvements

Old system, still active

- [Add an event](#)
- [Look up user events](#)

Old system, retired

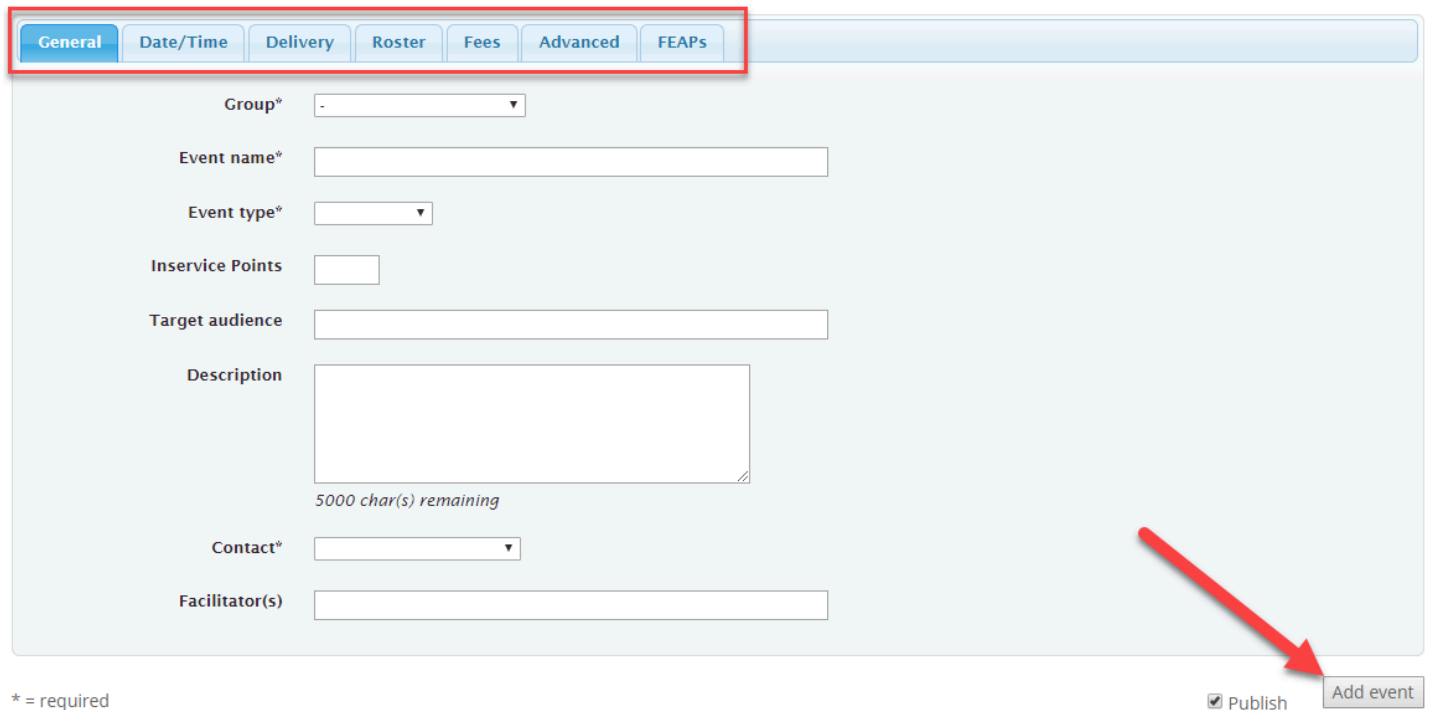
- [Classic list view](#)
- [Staff view](#)

Enter Event Information

Enter the information for all tabs (FEAPs can be ignored for most ETS trainings) and then click the Add event button.

Note: All tabs must be entered before clicking the Add event button.

Add an event



General Date/Time Delivery Roster Fees Advanced FEAPs

Group* -

Event name*

Event type*

Inservice Points

Target audience

Description

5000 char(s) remaining

Contact*

Facilitator(s)

* = required

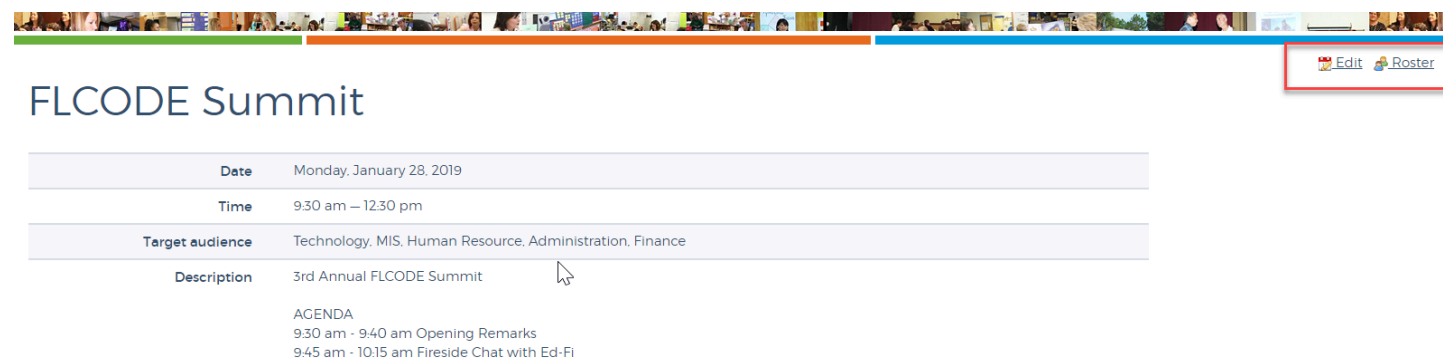
☒ Publish Add event

Select the Publish option so that the event can be viewed by the public. Also required for registration. If unchecked the event does not display on the calendar.

View/Manage Events

You can view and manage your events from the MyEvents button on the main NEFEC/Events page. Select the event and click Edit to update the event or Roster to view attendees list. You can also include the path in meeting invites to direct potential attendees to the correct event.

Note: They will need to be logged into their myNEFEC account in order to access the event.



The screenshot shows the NEFEC Events page with a banner of various event photos. Below the banner, the event details for the FLCODE Summit are displayed in a table format. To the right of the table, there are two buttons: 'Edit' and 'Roster'.

Date	Monday, January 28, 2019
Time	9:30 am – 12:30 pm
Target audience	Technology, MIS, Human Resource, Administration, Finance
Description	<p>3rd Annual FLCODE Summit</p> <p>AGENDA</p> <p>9:30 am - 9:40 am Opening Remarks</p> <p>9:45 am - 10:15 am Fireside Chat with Ed-Fi</p>

[Edit](#) [Roster](#)