

Step 1:
Login on either the Community or For Educators page.

The screenshot shows the top navigation bar with links for Home, Mission, Community, Events, and For Educators. Below the navigation bar, there is a 'Login for Educational Partners' section. A green success message reads 'success Login successful'. The user is logged in as 'Hi Beverly Bateman,' with a 'Log out' button. In the 'For Educators' sidebar, there are links for 'Submit an Event' and 'Manage my Events'. The main content area displays 'Welcome Ed' and 'For Educator' with a brief description of the organization's mission.

Step 2:
Click on "Submit an Event"

How to Post an Event

Step 3:
Enter all applicable information on Basic Information Tab and click Submit

Contact admin@westberginstitute.org for questions or further assistance.

Add/Edit Event

Apply Save Cancel

Basic Information Group Registration Rates Misc Discount Setting Extra information

Title

Alias

Category Classroom Course

Additional categories