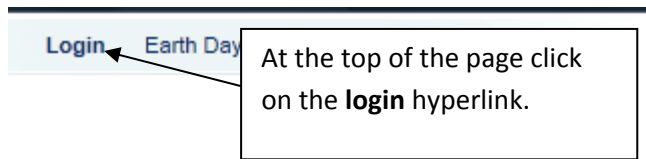


## How to create an event



You will then come to the screen where a username and password is required.

**A BILLION ACTS OF GREEN**

LEADERBOARD   EVENTS   PROFILE   DONA

User account

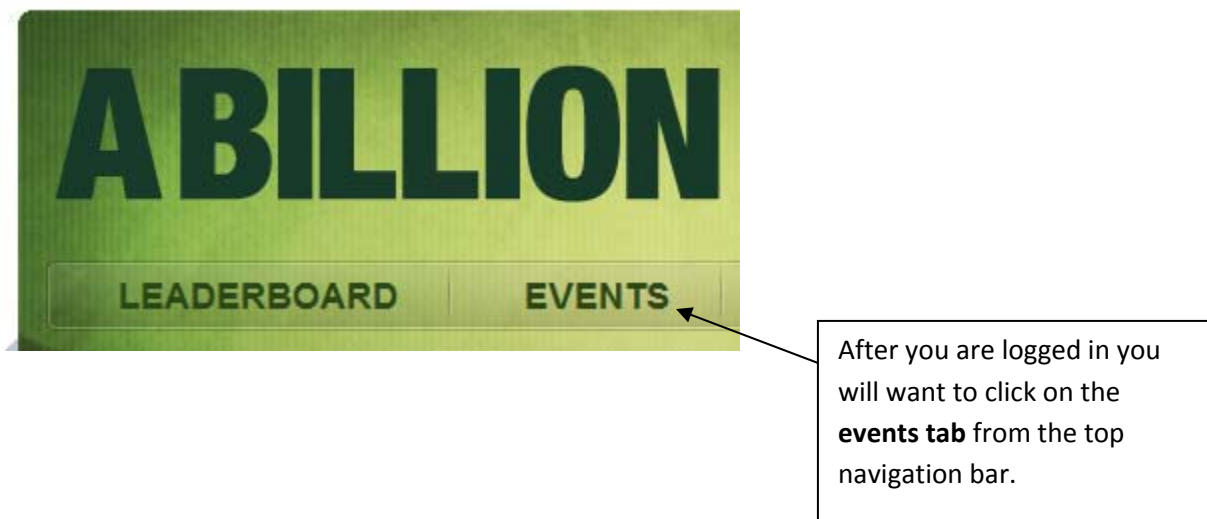
Register   Login   Request new password

Public Name: \*  
  
Enter your Billion Acts of Green - The World's Largest Environmental Service and Advocacy Campaign username.

Password: \*  
  
Enter the password that accompanies your username.

**LOG IN**

After entering in your username and password click the **log in** button.



# Creating your event

The screenshot shows an 'Upcoming' section with two event cards. The first card is for 'CLEAN GARBAGE PROJECT' with a date range from 2010-09-18 to 2011-09-30 in Bogota, Colombia. The second card is for 'TERRA TRADITIONS COMPILING NEW BOOK "MOMENTS OF LOVE" SEEKING YOUR QUOTES AND PHOTOS!' with a date range from 2010-11-15 to 2011-03-15 in Los Angeles, CA. To the right is a sidebar with a 'PLEDGE' button, a 'From The Community' dropdown, and a 'Your Act of Green' dropdown. Below these is a 'Create your own event' form with fields for 'Event Name', 'Event Code', and 'Event Date' (with a date format hint '01/21/2011') and a 'SUBMIT' button. A callout box with an arrow points to the 'Event Name' field, containing the text 'Fill in your event details here.'

After clicking the events tab you will arrive at the events landing page where you will see upcoming events. You will also be able to find local events and acts on this page as well. To create an event simply fill out the form on the right sidebar and click submit.

After clicking **submit** you will be taken to a page to fill out further details about your event.

The screenshot shows the 'Create Event' form. At the top, there is a breadcrumb 'Home » Create content » Event' and the title 'Create Event'. Below the title is a note: 'Please fill out information about your event here. Be as complete as possible to ensure that others can find and participate in the event you are creating.' The form has several sections: 'Event Title' with a text input containing 'Test event'; 'Topics' with a dropdown menu showing '- Please choose -'; 'Location' with radio buttons for 'US' (selected) and 'Outside the US', and a 'Postal code' input; 'Event Date' with 'From date' (04/04/2011, 12:00AM) and 'To date' (empty) inputs, each with a format hint; and 'Image' with a 'Choose File' button, a text input showing 'No file chosen', and an 'UPLOAD' button. Below the 'Image' section, it says 'Maximum Filesize: 2 MB' and 'Allowed Extensions: png gif jpg jpeg'. A callout box with an arrow points to the 'Image' section, containing the text 'Keep in mind that an image file is required for your event as well.' Another callout box on the right side of the form contains the text 'Fill in all the applicable information and required fields then click **save**. You are now finished creating your event!'.