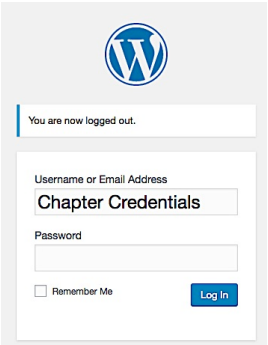
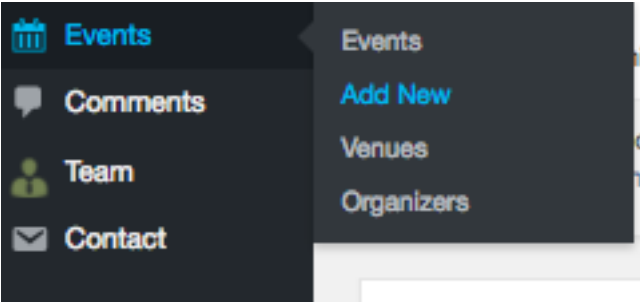
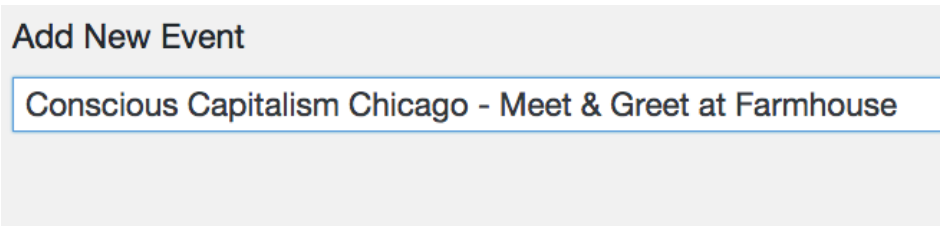


Submitting a Chapter Event on the CCI website:

<p>Step 1:</p>	<p>Login: http://www.consciouscapitalism.org/wp-admin with your Chapter’s WordPress login credentials</p>  <p>The screenshot shows the WordPress login interface. At the top is the WordPress logo. Below it, a message states "You are now logged out." There are two input fields: "Username or Email Address" containing the text "Chapter Credentials" and "Password". At the bottom left is a checkbox for "Remember Me" and a blue "Log In" button.</p>
<p>Step 2:</p>	<p>“Events”- “Add New”</p>  <p>The screenshot shows a dark sidebar menu with icons for Events, Comments, Team, and Contact. The "Events" menu item is highlighted, and a sub-menu is open to its right, listing "Events", "Add New", "Venues", and "Organizers".</p>
<p>Step 3:</p>	<p>“Enter title here”</p> <ul style="list-style-type: none"> • Insert your event title: Format = <i>Chapter Name - Event Name</i>  <p>The screenshot shows a text input field with the placeholder text "Add New Event". The field contains the text "Conscious Capitalism Chicago - Meet & Greet at Farmhouse".</p>

Step 4:

Add description

- Describe the event in 200 words or less in the paragraph box
- Include a full link to your webpage or to the registration site at the end of your paragraph- use the insert link option (highlight text, hyperlink, etc.).



Join us for another opportunity to enjoy our community at Farmhouse in Chicago. For those of you that haven't been there, you are in for a treat. Farmhouse is a midwestern craft tavern specializing in "farm-to-table" food and drink. They make all of our their own burgers, condiments and sodas from scratch. And with more than 28 craft beers on tap, we are sure you will be able to find a tasty beverage to enjoy.

Step 5:

Set the "The Events Calendar"

- **"Time & Date"**: Insert date, start time, and end time
- **"Location"**: Select a venue from the dropdown list or create your venue by adding the name of the location
- **"Organizer"**: Insert your Chapter name
- **"Event Website"**: Enter the web address to your Chapter website where this event is advertised *or* to the registration page for the event

The Events Calendar

TIME & DATE

Start/End: | to | |

All Day Event

This event is from 8:00am to 5:00pm on February 8, 2017.

LOCATION

Use Saved Venue:

Show Google Map:

Show Google Maps Link:

ORGANIZERS

Use Saved Organizer:

[Add another organizer](#)

EVENT WEBSITE

URL:

EVENT COST

Currency Symbol: | |

Cost:

Enter a 0 for events that are free or leave blank to hide the field.

<p>Step 6:</p>	<p>Set the “Excerpt”:</p> <ul style="list-style-type: none">• Add a short description of your event (50 words or less) <p>Excerpt</p> <hr/> <div data-bbox="306 426 1435 506" style="border: 1px solid #ccc; height: 38px;"></div> <p>Excerpts are optional hand-crafted summaries of your content that can be used in your theme. Learn more about manual excerpts.</p>
<p>Step 7:</p>	<p>“Preview” & “Submit for Review”</p> <p>You’re almost done!</p> <ul style="list-style-type: none">• Select “Preview” to see how your event posting will appear on the site. Use this to do a final edit and check for typos.• When the final edits are made and you’re satisfied with the post, scroll back to the top of the page and click “Submit for Review.” <div data-bbox="298 947 894 1398"><p>Publish ▲</p><div data-bbox="331 1045 857 1100"><p>Save Draft Preview</p></div><p>📌 Status: Draft</p><p>👁️ Visibility: Public</p><div data-bbox="331 1276 857 1339"><p>Move to Trash Submit for Review</p></div></div>


Step 8:

Within 48 hours CCI staff will review the post, add your Chapter logo, and publish to the website if the information is complete!

Meet & Greet at Farmhouse

February 21 @ 5:30 pm - 8:00 pm

← Tenth Annual CEO SummitHigherPurpose17 →



Join us for another opportunity to enjoy our community at [Farmhouse](#) in Chicago. For those of you that haven't been there, you are in for a treat. Farmhouse is a midwestern craft tavern specializing in "farm-to-table" food and drink. They make all of our their own burgers, condiments and sodas from scratch. And with more than 28 craft beers on tap, we are sure you will be able to find a tasty beverage to enjoy.

Please feel free to **bring a guest** who might be interested in learning more about Conscious Capitalism. For more information, please visit the Conscious Capitalism Chicago [Website](#).

in LinkedIn f Facebook t Twitter ✉ Email G+ Google+

+ GOOGLE CALENDAR + ICAL EXPORT

Details

Date:
February 21

Time:
5:30 pm - 8:00 pm


Event Category:
[Chapter Events](#)

Website:
<http://consciouscapitalismchicago.org/events/>

Venue

Farmhouse
228 W. Chicago Avenue
Chicago, IL United States [+ Google Map](#)

Website:
<http://farmhousechicago.com>



← Tenth Annual CEO SummitHigherPurpose17 →