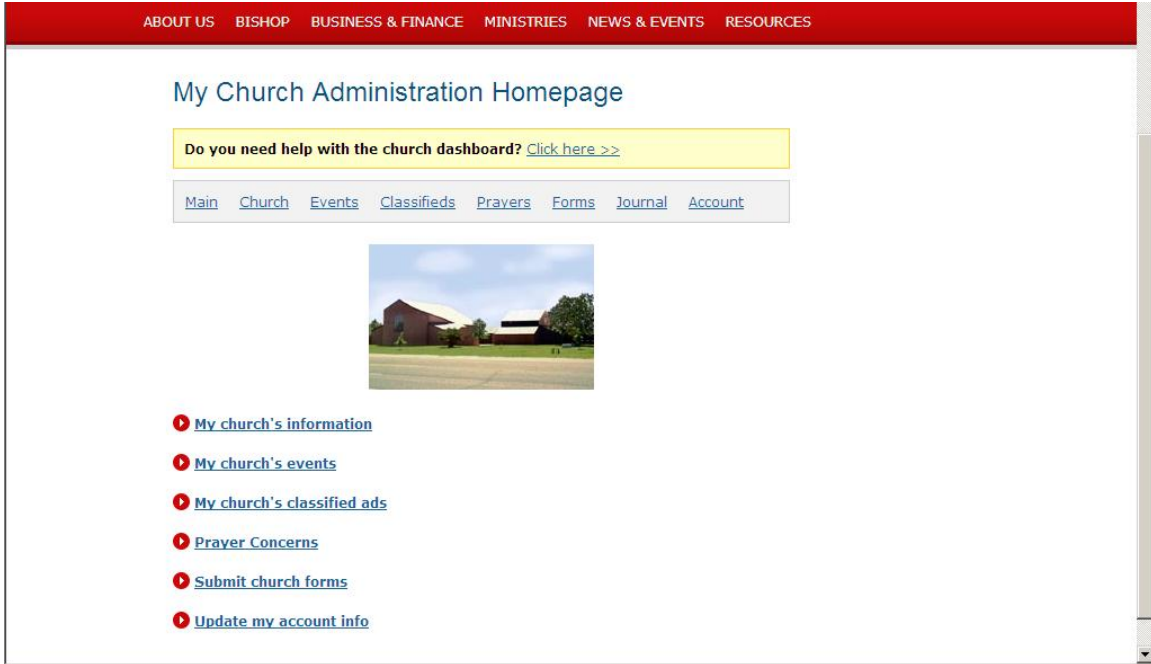


# Add your own Events

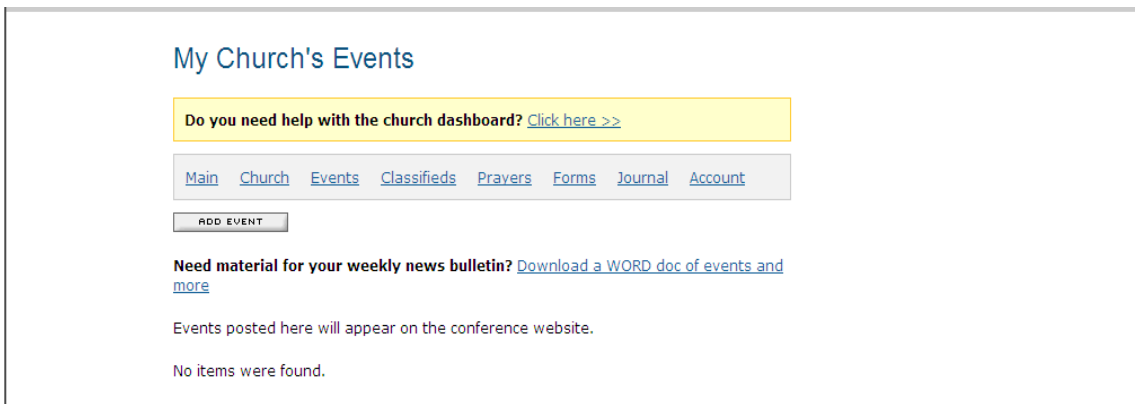
You may add your own events through the dashboard. Click on the “Events” tab or the “My church’s events” link to access the Events area of the Dashboard.



In this area, you can download a Word document with recent Connection articles, upcoming conference events, and recent bishop’s columns and blogs for use in your local church newsletter or bulletin. Click the “Download a WORD doc of events and more.”

When you have entered events into the dashboard, they will appear as a list on this page.

To add an event, click the “Add Event” button located in the gray bar below the menu tabs.



Keep in mind that you may want to limit the events you enter through the dashboard to fundraisers, special services (including holiday worship observances), and other activities (concerts, etc.) that may be of interest to individuals outside your congregation.

Complete the Events form with as much information as possible and click on “SAVE.”

The screenshot shows a web browser window titled "The Kansas-West Annual Conference of the United Methodist Church - Windows Internet Explorer". The address bar shows the URL "http://www.kswestumc.org/church\_add\_event.asp". The page content includes a navigation menu with links for "Main", "Church", "Events", "Classifieds", "Prayers", "Forms", "Journal", and "Account". A yellow banner asks for help with the church dashboard. Below this, a text box explains that events will appear on the conference website and that photos must be in JPG or GIF format, 72 DPI, and not unnecessarily large. The main form has a dark blue header with "SAVE" and "CANCEL" buttons. The form fields are: "Event" (text input), "Main Photo" (text input with a "Browse..." button and a checkbox for "click to remove file"), "Caption" (a large text area), and "Description" (a rich text editor with font, size, and color dropdowns, and a toolbar with bold, italic, underline, list, link, unlink, and image icons). A note at the bottom states: "NOTE: any images you insert should reference the absolute URL".

Your events will appear on the Conference website on your church’s information page (Figure 1), on the Local Church Calendar (Figure 2) and in the Events Finder (Figure 3). See the next page for figures.

**Figure 1**

<ul style="list-style-type: none"> <li><a href="#">Directories</a></li> <li><a href="#">Districts</a></li> <li><a href="#">Pastor Directory</a></li> <li><a href="#">Site Map</a></li> <li><a href="#">Vision &amp; Strategic Plans</a></li> </ul>	<p><b>District:</b> Wichita West</p> <p><b>Building Location:</b> 7901 W 21st  <b>City:</b> Wichita  <b>State:</b> KS  <b>Phone:</b> (316) 722-8504</p> <p><b>Service Times:</b> 8:15, 9:30, 11:00am Sundays  <b>Summer Service Times:</b>  <b>Other Worship Times:</b> 6:10pm Wednesdays (Fall, Winter and Spring) 5:30 PM Saturdays (Contemporary Worship)  <b>Sunday School Times:</b> 9:30am Sundays</p> <p><b>Mailing Address:</b>            7901 W 21st N            Wichita KS, 67205-1741</p> <p><b>Email:</b> <a href="mailto:sectv.aldersgate@sbcglobal.net">sectv.aldersgate@sbcglobal.net</a>  <b>Website:</b> <a href="http://aldersgatechurch.org">http://aldersgatechurch.org</a></p> <p><b>Handicap Access:</b>            YES</p> <p><b>Directions:</b></p> <p><b>Upcoming Events</b>            No items were found.</p> <p><b>Classifieds</b>            No items were found.</p> <p><b>Prayer Concerns (posted within the last two weeks)</b>            No items were found.</p>
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**Figure 2**

[CONFERENCE EVENTS](#)
[DISTRICT EVENTS](#)
[LOCAL CHURCH EVENTS](#)

August | 2008 | All Areas | Refresh | [view as a list >>](#) | [submit your own >>](#)

## Event Calendar

« Prev      August 2008      Next »

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 <a href="#">UMW - 2008 School of Christian Mission</a>	2 <a href="#">UMW - 2008 School of Christian Mission</a>
					3 <a href="#">Center for Pastoral Effectiveness Series</a>	4 <a href="#">Marketing and Communications Council</a>
5	6	7	8	9	10	11
12	13	14	15	16	17 <a href="#">UMW - Conference Executive Meeting</a>	18 <a href="#">UMW - Conference Executive Meeting</a>
19	20	21 <a href="#">Congregational Growth and Development Committee - Cancelled</a>	22 <a href="#">Golf Scramble</a>	23 <a href="#">UMW District Officer Training</a>	24	25
26	27	28 <a href="#">Congregational Growth and Development Committee Retreat</a>	29	30 <a href="#">Council on Finance and Administration</a>	31 <a href="#">Area Health &amp; Wellness Meeting</a>	1 <a href="#">Conference Board of Discipleship</a>
						2 <a href="#">Igniting Ministry Training - El Dorado</a>

To find an event, click on “view as a list” at the top of the Calendar.

**Figure 3**

The screenshot shows a web browser window with the URL [http://www.kswestumc.org/events\\_find.asp](http://www.kswestumc.org/events_find.asp). The page title is "The Kansas-West Annual Conference of the United Methodist Church - Windows Internet Explorer". The main content area is titled "Calendar" and "Event Finder". It includes a search section with "Date Range" (Month and Year dropdowns) and "Keywords" (text input) with a "Search" button. Below this is a section titled "Showing the 10 most recent events" with a table listing events and their start dates.

Event	Start Date
Wichita East District Clergy Breakfast with Cheryl - Winfield	8/21/2008
Igniting Ministry Training - El Dorado First UMC	8/23/2008
UMW/All Church Meeting-Milton UMC	8/24/2008
Wichita West District Union	8/25/2008
Wichita East District Committee on Ordained Ministry Meeting	8/28/2008
Labor Sunday	8/31/2008
Conference Board of Laity	9/6/2008
Hispanic/Latino Outreach Workshop	9/6/2008
Retiree Luncheon ~ Salina	9/9/2008
United Methodist Women-Milton UMC	9/10/2008