

Quickstart Instructions:

Events must be directly related to addiction treatment or recovery

Make sure that you fill in these fields:

- Event Title
- Event Description
- Event time and date (click in the date box to choose date from calendar – don't type it in. Choose your start and end times.)
- Venue Details
- Organizer Details (be sure to include your email. It will not be displayed on the website)
- Check the box for Terms of Submission
- Click on Submit Event
- Your event will not display until it has been approved by Sober Syracuse

Detailed Instructions:

Events must be directly related to addiction treatment or recovery

- *Event Title: Enter a title for your event (i.e. Narcan Training)
- *Event Description: Enter a good description for your event
- Event Time and Date: Click in the date box to choose the date from the calendar that will display. Make sure to set your start and end times.
- Event Image: Click on the choose image area, and then you will be able to upload an image from your computer. This image will display with the event listing on SoberSyracuse.
- Venue Details: You can choose an existing venue (if already entered) or create a new venue. To create a new venue, click in the create new venue box, add a venue name, and press enter. Now fill in the address, phone, and website for your venue. Adding the address will cause a Google Map with your location to display with your event.
- *Organizer Details: You can choose an existing organizer (if already entered) or create a new organizer. To create a new organizer, click in the create new organizer box, add an organizer name, and press enter. Now fill in the boxes for phone, website, and email. (Email is required in case we need to contact you. It will not be displayed on the website.) **Don't** click on Add Another Organizer.

Common question: What is the difference between the website for the Venue and the website for the Organizer?

Answer: Example: If Road2RecoveryCNY were hosting Narcan training, they would enter R2RCNY.COM as the Organizer website. However, if they were holding the training at the First Baptist Church of Manlius, then the venue website would be firstbaptist-manlius.org. Or, the venue website could be left blank. The venue address will still be included.

Event Website: This is where you would enter a special website just for this event (like an Eventbrite link, etc.)

Event Cost: This is where you can enter the cost of the event (if applicable). If you put a zero in this box, it will cause the word, FREE, to appear with your event.

*Terms of Submission: You must check this box to show that you have read the terms of submission. "Submitted Events will not be displayed until approved by SoberSyracuse. **Events must be directly related to addiction treatment or recovery.**"

*Submit Event: Once you have filled in all of the information above, click on Submit Event. SoberSyracuse.org will be notified that you have created an event. A moderator will review your event. If it is approved, it will then display on the website.

**Required Field*

If you have any questions or comments regarding these instructions, please submit a contact form on SoberSyracuse.org.

Thank you very much for posting your event on SoberSyracuse.org.