



NORTH CAROLINA ASSOCIATION FOR PUBLIC CHARTER SCHOOLS

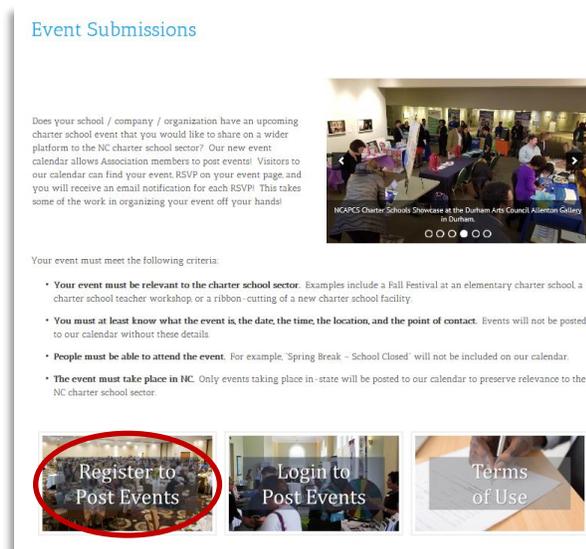
## Event Calendar Walkthrough

The Association's event calendar allows Association members to post charter-school-related events on our website through their own user accounts. Visitors to the calendar can RSVP for events, and the member receives an email notification for each submitted RSVP. Members can also login to view our event dashboard where they can add, edit or delete event postings and see the RSVP list for each posted event. This takes some of the work in organizing your event off your hands!

- (1) From the homepage, [www.ncpubliccharters.org](http://www.ncpubliccharters.org), hover your cursor over Calendar in the main menu, and click Event Submissions in the dropdown.



- (2) From the [event submissions page](#) click Register to Post Events.





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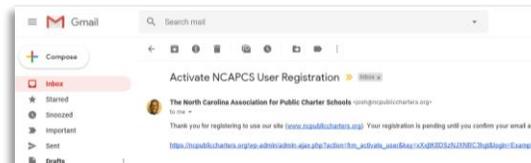
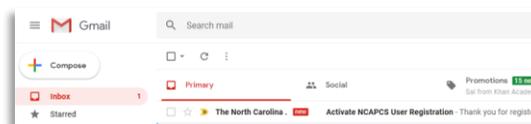
### Event Calendar Walkthrough (cont.)

- (3) Select your school to be directed to the user registration form.

- (4) Your school's information will auto-populate on the top half of the user registration form. Complete the lower half of the form. **Write down your username and password.** If your school / company / organization is not a member, the form will not allow you to register.

- (5) You will receive a message indicating that your registration is in pending status until you validate your email address.

- (6) Check your inbox to see a message telling you to activate your User Registration.

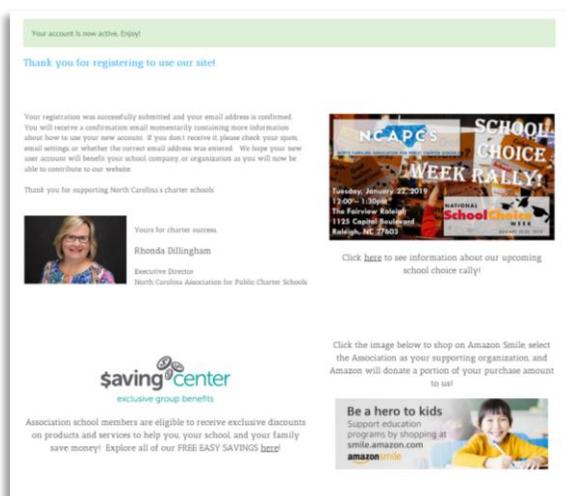




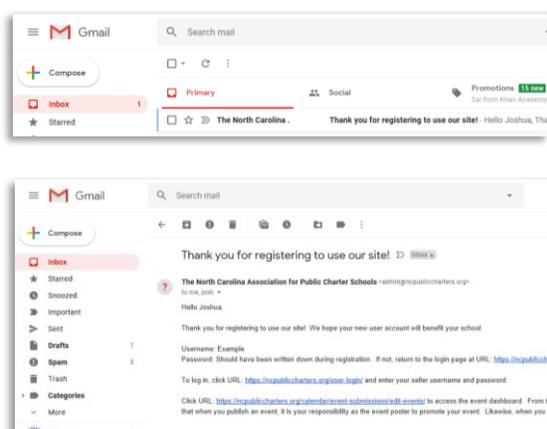
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### Event Calendar Walkthrough (cont.)

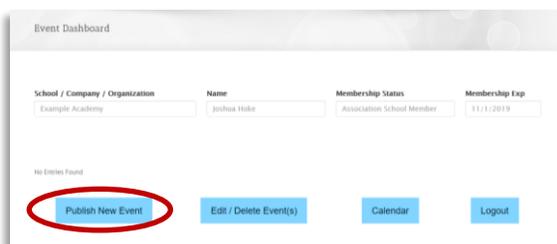
(7) Click the link to be directed to the successful registration page. Now, your user status becomes active.



(8) Return to your inbox to see a message confirming your registration. Inside it will tell you how to log in, view, publish, or edit events. Click the link to log in.



(9) From the Event Dashboard, click “Publish New Event” to add an event to the calendar. The page shows “No Entries Found” because you have not yet posted any events.



(10) Complete the information on the Event Submission Form and click Publish.



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### Event Calendar Walkthrough (cont.)

- (11) Upon posting, you will be taken to a successful event posting page and receive an email confirmation.

Thank you for submitting your event!

Your event was successfully posted to our [calendar](#)!

You will receive a confirmation email momentarily. If you don't receive it, check your spam, email settings, or whether you entered the correct email address. We hope your event will be successful!

If you need to edit your event(s), click [here](#).

If you would like to create a new event, click [here](#).

Thank you for supporting North Carolina's charter schools.

Yours for charter success,  
Rhonda Dillingham  
Executive Director  
North Carolina Association for Public Charter Schools

NCAPCS SCHOOL CHOICE WEEK RALLY  
Tuesday, January 22, 2019  
12:00 - 1:30pm  
The Rotunda, Raleigh  
1125 Capital Blvd., Raleigh, NC 27603

Click [here](#) to see information about our upcoming school choice rally!

Gmail

Search mail

Compose

Inbox

Starred

Snoozed

Important

Sent

Drafts 1

Spam 3

Trash

Thank you for submitting your event!

The North Carolina Association for Public Charter Schools <josh@ncpubliccharters.org>

Hello Joshua,

This email is notifying you that your event is posted to our calendar! Now it's time for you to promote your event. RSVP is submitted and you can log into your account to see the RSVP list!

If you need to edit or delete your event(s), click URL: <https://ncpubliccharters.org/calendar/event-submissions>

If you would like to publish a new event, click URL: <https://ncpubliccharters.org/calendar/event-submissions/e>

- (12) If you click on the event dashboard link on the successful posting page or the email confirmation, you will now see the event you just posted.

Event Dashboard

School / Company / Organization	Name	Membership Status	Membership Exp
Example Academy	Joshua Hoke	Association School Member	11/1/2019 (Membership expiring soon! Renew Here)

Events Posted: 1

Image	Title	Date	Time	Address	Name	Email	
	NCAPCS School Choice Rally	01/22/2019	12:00 PM - 1:30 PM	1125 Capital Blvd., Raleigh, NC 27603	Joshua Hoke	josh@ncpubliccharters.org	Edit Delete

Publish New Event Edit / Delete Event(s) Calendar Logout

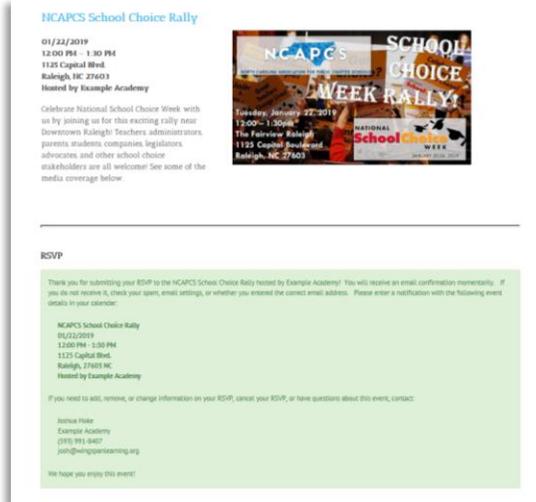
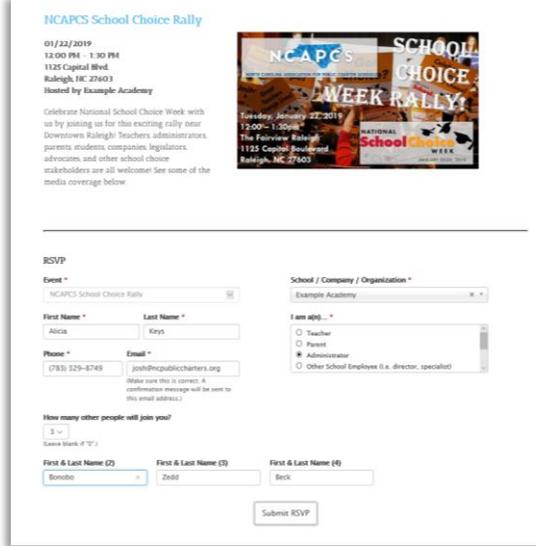
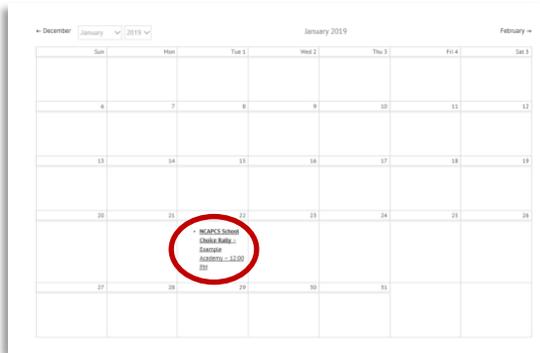
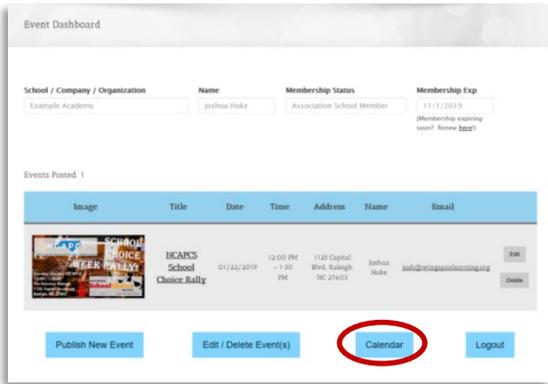


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**Event Calendar Walkthrough (cont.)**

(13) Click calendar to find and click your event. **Keyboard Tip:** Hold CTRL and click Calendar to see it in a separate window.

(14) An event detail page will appear where visitors can RSVP. Visitors do not see the host's contact information until they RSVP.

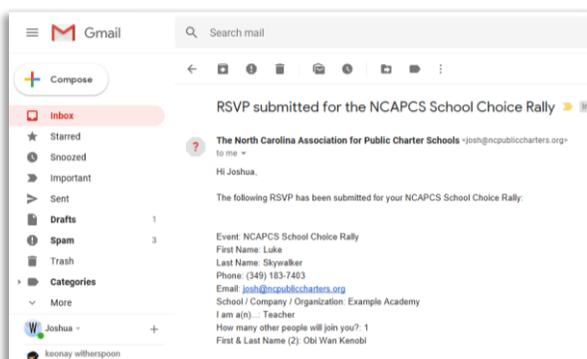




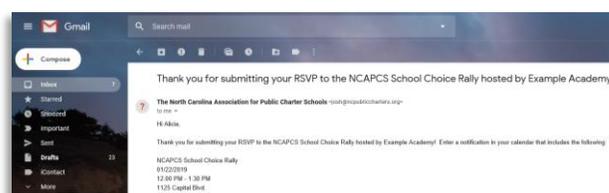
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### Event Calendar Walkthrough (cont.)

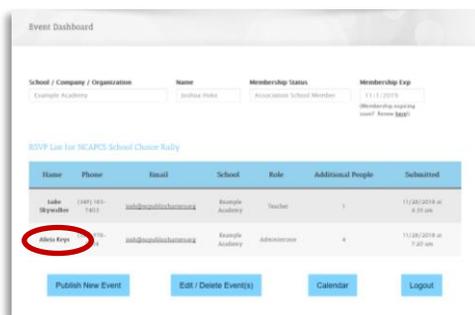
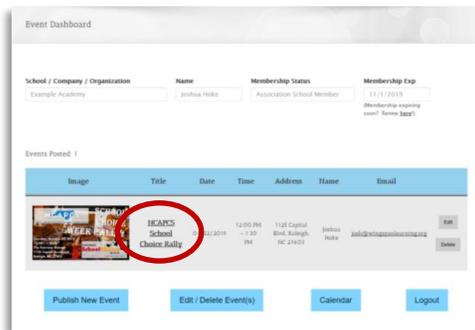
- (15) You will receive a confirmation message, email entitled “RSVP submitted for the (event)” in your inbox.



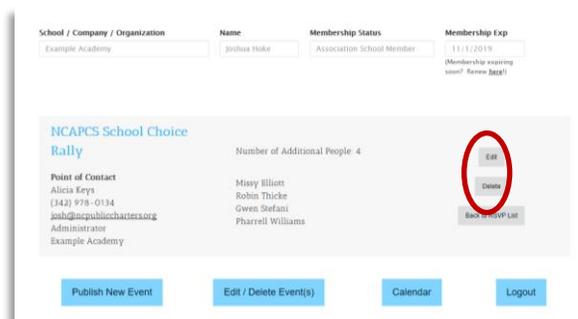
- (16) Likewise, the attendee will receive an email confirmation entitled “Thank you for submitting your RSVP to the (event) hosted by (event poster’s school / company / organization)”.



- (17) You may return to the Event Dashboard and click the event name to see the RSVP list. Then, click a name in the list to see details.



- (18) If information on an individual RSVP has changed, click “Edit” to make the changes. If they have cancelled, you may delete their RSVP. An email confirmation will be sent to you and the attendee confirming the change or cancellation. **It is still your responsibility as the event poster to ensure the attendee knows you made changes to or removed their RSVP.**





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## Event Calendar Walkthrough (cont.)

### FAQs

**Q : What should I do if I need to postpone my event or change other details?**

A: Log into your user account to access the Event Dashboard and see the list of events you posted. Click Edit to make the necessary changes. **It is the event poster's responsibility to ensure attendees are notified about the change(s).**

**Q: What should I do if I cancel my event?**

A: Log into your user account to access the Event Dashboard and see the list of events you posted. Click Delete to remove your event from the calendar. **Once an event is deleted, the information cannot be retrieved. It is the event poster's responsibility to ensure attendees are notified about the cancellation(s).**

**Q: Our school created an account already through your job board earlier this year. Can we use our existing username and password?**

A: Unfortunately not. We have transitioned to a new system where I will build and customize a new job board like how I learned to build this event calendar. Old user accounts have been deleted. The new system has better controls which will allow me to more efficiently manage our system.

**Q: How is the information displayed on this event calendar more credible than a typical calendar in which others post events?**

A: Like a small town, most everyone in the NC charter school sector knows most everyone. As a result, there's fewer variables with which to be concerned. You have likely met the person who posted the event (an administrator or admin. assistant) at a summit, conference, or roundtable usually making the information you see more credible. If someone suspicious happens to post on the event calendar, it will be much easier to identify and report. Making event posting only available to Association Members tightens the credibility and further exposes concerning content.



## NORTH CAROLINA ASSOCIATION FOR PUBLIC CHARTER SCHOOLS

### Event Calendar Walkthrough (cont.)

#### Q: How do you keep the event calendar secure?

1. **We validate registration.** To register to post on the calendar, one must select among the list of existing options preventing a spammer from making up a school or business name.
2. **We validate email.** Upon submitting the registration form, user registration is under pending status until the email recipient confirms his/her email address in their inbox. Also, no one can submit the same email address in more than one registration.
3. **Each member is only allowed one user account.** Allowing one account per school ensures the credibility of the event calendar. Visitors can feel more secure in that the information they see on the calendar is true and accurate. A member that tries to create a second account will receive a notification that registration has already been submitted and will not be allowed to proceed.
4. **We use anti-spam tools.** We enable the widely-used spam-fighting service Akismet to check each registration, and we use reCAPTCHA on the form to validate a human registrant.
5. **We only share the event poster's contact information after a visitor RSVPs for your event.** As mentioned in step (14) of the walkthrough, visitors do not see the host's contact information until they RSVP. Although you will be sharing your contact information with people you invite, we expect to have visitors to our calendar you may not have reached who may be interested in your event and RSVP. This way, if you receive a question about your event from someone you don't remember inviting, you can check your confirmation emails and RSVP list before responding to them.
6. **We allow site users and visitors to report suspicious information.** Below the calendar is a form to report suspicious, inappropriate, unlawful, or irrelevant information on the calendar. This increases the accountability and credibility of our calendar.



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### Event Calendar Walkthrough (cont.)

#### **Q: What content is prohibited from the event calendar?**

A: Like most other sites that allow user-submitted content, the following is prohibited from our event calendar:

1. Content that is unlawful, libelous, defamatory, sexually explicit, obscene, abusive, violative of any third party's privacy rights, and/or contains personal information of third parties such as telephone numbers, street addresses, or email addresses
2. Vulgar language and inappropriate material
3. Content promoting dangerous activity
4. Content containing confidential, non-public information about NCAPCS
5. Photos, videos, software, comments, or other content that violates intellectual property rights of others
6. Content that degrades others based on gender, race, class, ethnicity, national origin, religion, sexual preference, disability, or other classification. This includes language intended to intimidate or incite violence.
7. Content that attacks someone personally or designed to provoke a negative response from one or more specific users (i.e., "trolling").
8. Content that provokes disruption to the NC charter school sector.
9. Content that is irrelevant to the NC charter school sector.
10. Instructions, software, links, or other materials that would harm other users' computers or allow other users to harm third parties, including without limitation by uploading viruses, worms, Trojan horses or other malicious, illegal, or unlawful code which is designed to interrupt, destroy, or limit the functionality of any software or hardware.
11. Links to an outside web site that displays inappropriate, malicious, untrue, inflammatory, unlawful or irrelevant content. This rule applies to mentioning or referencing a web site, even if the mention is not hyperlinked from your post. If you post a link or reference a web site that is inappropriate, NCAPCS may delete your user account.
12. Except for ticket sales, registration fees, and raffles, content that seeks commercial profit from the sale of products. Commercial activity is restricted to the Association Marketplace.
13. Content designed to encourage other users to violate these rules of conduct.

#### **Q: How can I report issues, ask questions, or make suggestions about the marketplace?**

A: You may submit a message through our Feedback form at the bottom of the calendar.