

UPLOADING EVENTS INSTRUCTIONS

For TEXAS ALR Website

From Computer:

- 1) Go to the WIX dashboard (link included in the email that was sent to you)
- 2) Under Events, click on the ADD EVENT button
- 3) Follow each screen entering in as much information as possible
- 4) You can also attached your flyer in the image section so that it shows up next to the event listing
- 5) Remember that all events must be “published” for the webmaster to be able to get them added to the website thru the editor tool.

From Phone or Tablet:

- 1) Download the WIX app from the Apple Store or Google Play store on your phone or tablet
- 2) 2) At the top menu buttons click on EVENTS
- 3) 3) At the bottom of the page that opens click on Create New Event
- 4) 4) Follow each screen choosing the type of event, entering information, and attaching the flyer.
- 5) Remember that all events must be “published” for the webmaster to be able to get them added to the website thru the editor tool

For Facebook Pages

Go to the Facebook page you need the event listed

- 1) Locate EVENT on the top menu items that are listed left to right
- 2) Click on the EVENT and create event adding all info and flyer
- 3) Upon saving the event, it will show in chronological date order in the EVENT tab and will also create a post in the discussion tab where most people post.
- 4) Doing this will prevent your events from being buried to the bottom of the Facebook page by the various posts people make each day.