

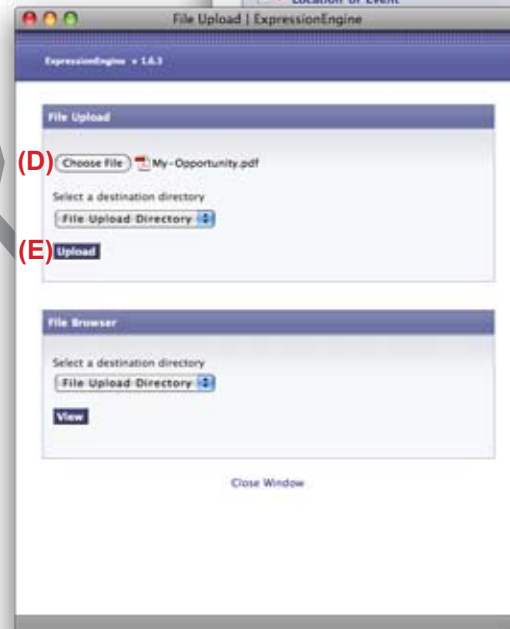
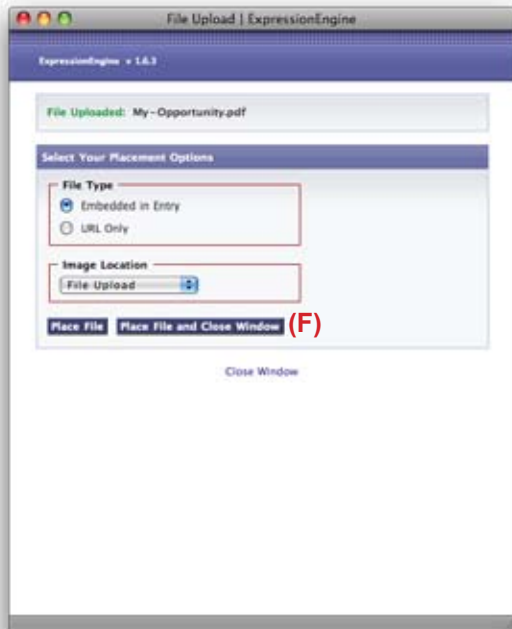
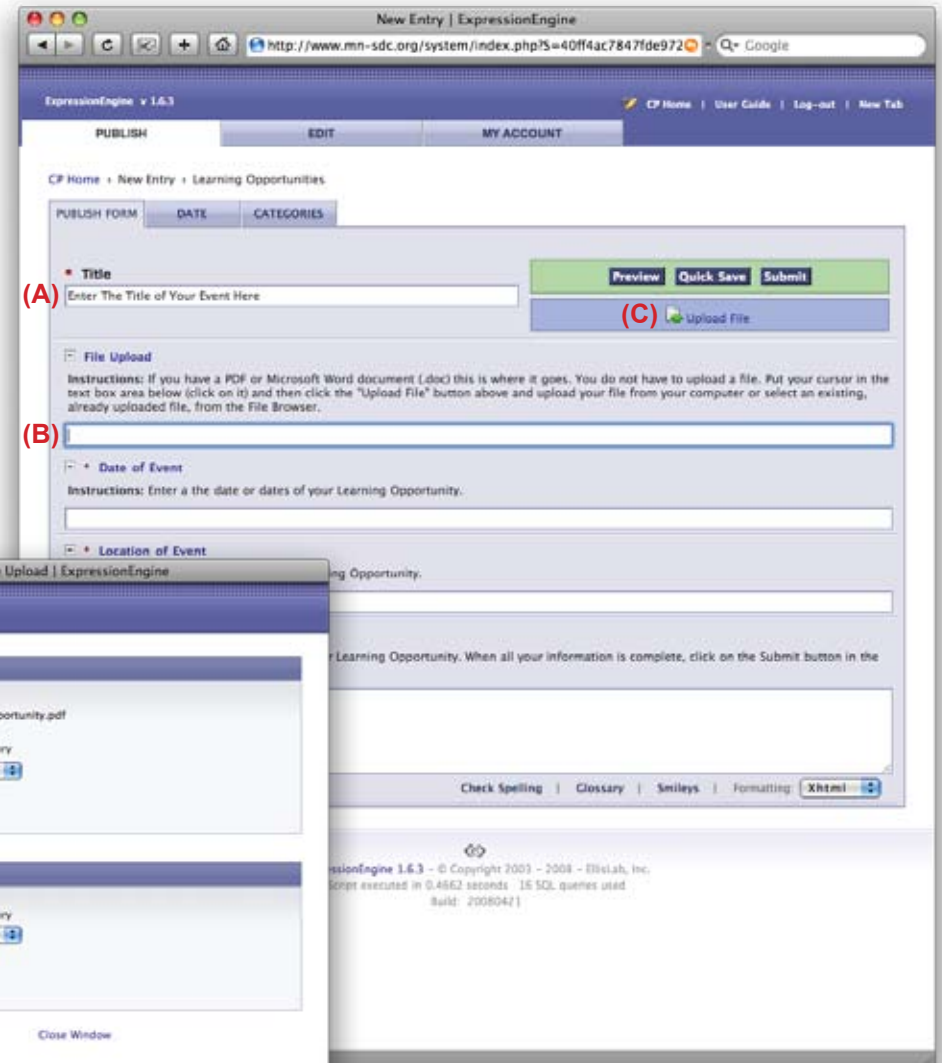
Website How To Submit Your Learning Opportunity

You must be a member in order to submit a learning opportunity. You will need to login to your account. Click on the "LOG-IN" button from any page on the website (top right hand corner).

After you are logged in, click on the "PUBLISH" tab in the left hand corner of the screen. In the "Title" field, enter a title for your event. **(A)**

If you have a PDF or Microsoft Word document (.doc) that has more documentation about your event, put your cursor in the text box area below the "File Upload" field (click on it) **(B)** and then click the "Upload File" button **(C)**. A new window will pop up. Click on "Choose File" **(D)** (it may be named something else) and another window will pop up where you choose a file on your computer to upload. After a file is selected, click on the "Upload" button. **(E)**

You are then asked to "Select Your Placement Options". "Embedded in Entry" will be pre-selected and it's what you want. Click on the "Place File and Close Window" button. **(F)**



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The window will close and a special computer code tag will appear in the “File Upload” field. This is special code that tells the system where your file is and will display it properly on the website. **(G)**

Next, type in the date or dates of your event in the Date of Event field. **(H)**

Type in the location of the event in the “Location of Event” field. **(I)**

A short description of the event should be entered into the “Event Description” field. **(J)**

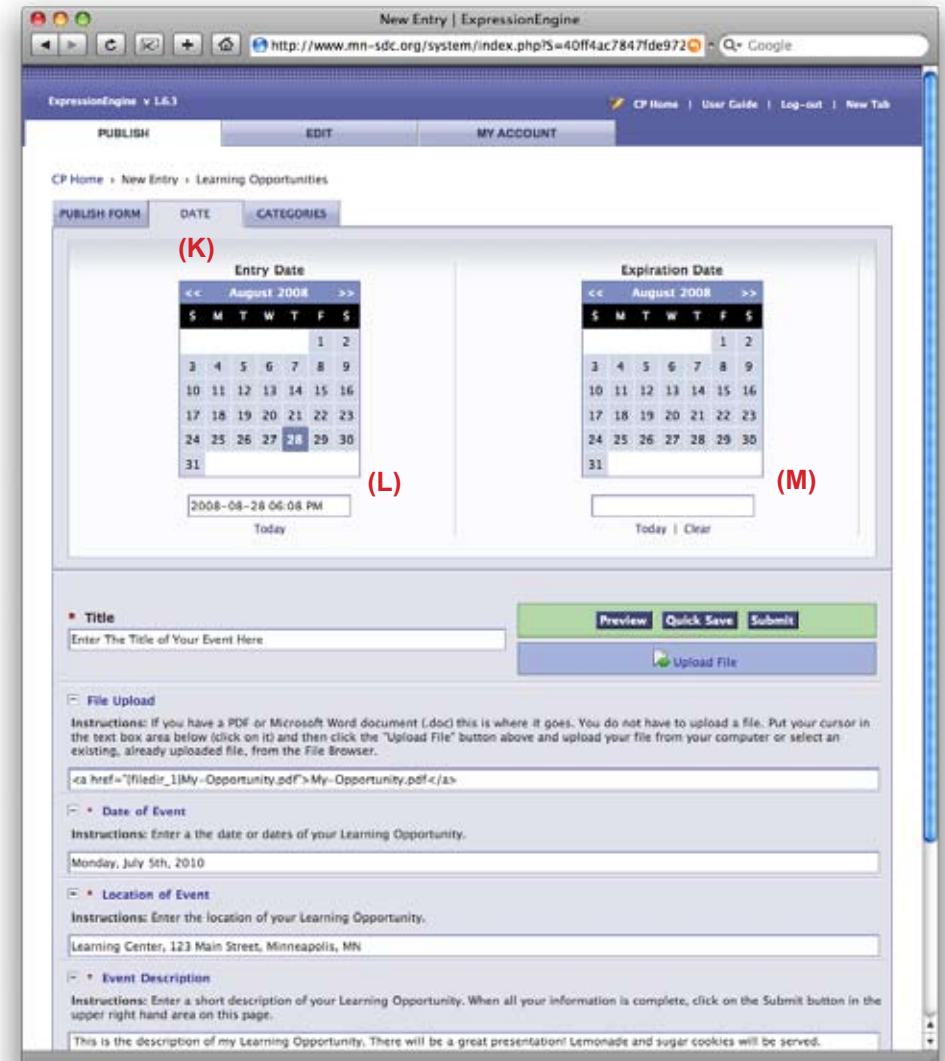
The screenshot shows a web browser window displaying the ExpressionEngine submission interface. The browser address bar shows the URL: `http://www.mn-sdc.org/system/index.php?S=40ff4ac7847fde972`. The page title is "New Entry | ExpressionEngine". The interface includes navigation tabs for "PUBLISH", "EDIT", and "MY ACCOUNT". The main content area is titled "CP Home > New Entry > Learning Opportunities" and contains a form with the following sections:

- PUBLISH FORM** (selected), **DATE**, and **CATEGORIES** tabs.
- Title**: A text input field with the placeholder "Enter The Title of Your Event Here". To the right are buttons for "Preview", "Quick Save", and "Submit". Below the input is an "Upload File" button.
- File Upload**: A section with instructions: "Instructions: If you have a PDF or Microsoft Word document (.doc) this is where it goes. You do not have to upload a file. Put your cursor in the text box area below (click on it) and then click the 'Upload File' button above and upload your file from your computer or select an existing, already uploaded file, from the File Browser." Below the instructions is a text input field containing the code: `My-Opportunity.pdf`. A red **(G)** is placed to the left of this field.
- Date of Event**: A section with instructions: "Instructions: Enter a the date or dates of your Learning Opportunity." Below the instructions is a text input field. A red **(H)** is placed to the left of this field.
- Location of Event**: A section with instructions: "Instructions: Enter the location of your Learning Opportunity." Below the instructions is a text input field. A red **(I)** is placed to the left of this field.
- Event Description**: A section with instructions: "Instructions: Enter a short description of your Learning Opportunity. When all your information is complete, click on the Submit button in the upper right hand area on this page." Below the instructions is a large text area. A red **(J)** is placed to the left of this field.

At the bottom of the form, there are links for "Check Spelling", "Glossary", "Smileys", and a "Formatting" dropdown menu set to "Xhtml". The footer of the page contains the text: "ExpressionEngine 1.6.3 - © Copyright 2001 - 2008 - EllisLab, Inc. Script executed in 0.4562 seconds 1E SQL queries used Build: 20080421".

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The basics of your Learning Opportunity are now entered. If you want to have the system automatically post your Learning Opportunity on a day in the future or you would like to have your Learning Opportunity taken off the site automatically, click on the "DATE" tab near the top of the page. **(K)** there are two calendars one shows the "Entry Date" **(L)** (the date your Learning Opportunity will automatically post to the website) and an "Expiration Date" **(M)**. The Expiration Date calendar by default has no expiration. If you select an expiration date, this is the day the post will not show on the website any more. You do not need to have an expiration date— the post will remain on the site until you login again and edit the expiration date— the post will remain on the site until you login again and edit the post or delete the post manually. If you do not select an "Entry Date", the system will use today's date.



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You are almost done. Click on the “Categories” tab near the top of the page **(N)**. You are given a choice of what type of event your Learning Opportunity is so other members can sort through different Learning Opportunity types. By default the “General” category is selected. If you choose, you can select a different “Category”. Simply click on the Category **(O)**

All your data is now ready to be posted onto the website. You can preview what you have by clicking the “Preview” button **(P)**, you can “Quick Save” **(Q)** the information, which saves the information so you don’t lose it half way through typing it in. When you’re ready, click the “Submit” button **(R)** and your Learning Opportunity is saved and will be posted to the website. You will see a confirmation screen that says your new entry was submitted. If you’re done adding Learning Opportunities, you can logout or view the public website. If you need to edit your entry now or at a later date, simply click on the EDIT tab **(S)** at the top of the page and you will see a list of your Learning Opportunity submissions. Click on the Learning Opportunity you want to edit.

Your Learning Opportunity will follow the style of all other learning opportunities and will look something like this on the website **(T)**.

