

## Instructions for adding event information to the Coachfederation.org calendar:

ICF Chapter Presidents and ICF Special Interest Group (SIG) hosts may add chapter hosted and/or SIG hosted events to the calendar. Non-ICF Chapter or SIG events or personal promotion functions may not be added to the calendar. If you have any questions regarding whether an event may be added, please contact [icfpr@coachfederation.org](mailto:icfpr@coachfederation.org).

Step 1: Login to Coachfederation.org.

Step 2: Navigate to the calendar. You can click “More” in the calendar widget on the home page of Coachfederation.org to be quickly directed to the calendar. Or select “Event Calendar” from the Events menu.



Step 3: Chapter presidents will see the “Add a new chapter event” link. SIG hosts will see the “Add a new sig event” when logged into Coachfederation.org. Click on one of these links to add your ICF Chapter or ICF SIG event.

Filter Events Please Select A Time Zone: EST (Eastern Standard Time - New York)

Month: February 2011 Hosted By: All CCEU Credit Type: All Location: All Language: All

Search for:  Please separate keywords with a comma.  
(example: coaching, practice, aggressive)

(Admin Only) Approval Status: All

[Add a new chapter event](#)  
[Add a new sig event](#)

Calendar View **Event List View**

<< February 2011 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 -Desarrollar la presencia y...	2	3	4	5
6	7 -ICW 2011 - Geneva	8 -ICF Members Pan European E... -ICW 2011 - Geneva	9	10	11 -The Abundant Community	12
13	14	15	16	17 -Coaching in a Health Context	18	19
20	21 -Energy Work & Coaching: Th...	22 -Diversity and Multicultural... -Diversity and Multicultural...	23 -The Missing Piece in ADHD ...	24	25 -ROI on Coaching Series. Al...	26
27	28					

Step 3b: These links are also available on the Event List View of the calendar.

Filter Events Please Select A Time Zone: EST (Eastern Standard Time - New York)

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Search for:  Please separate keywords with a comma.  
(example: coaching, practice, aggressive)

(Admin Only) Approval Status: All

**Calendar View** **Event List View**

Feb 01, 2011 Desarrollar la presencia y autenticidad en el proceso de coaching: El rol de la inteligencia emocional (IE) del coach en la efectividad del coaching (3 de 3)	▼
Feb 07, 2011 ICW 2011 - Geneva	▼
Feb 08, 2011 ICF Members Pan European Ethics Forum	▼
Feb 08, 2011 ICW 2011 - Geneva	▼
Feb 11, 2011 The Abundant Community	▼
Feb 17, 2011 Coaching in a Health Context	▼
Feb 21, 2011 Energy Work & Coaching: The Next Wave for Coaching SIG	▼
Feb 22, 2011 Diversity and Multicultural Awareness Group Call	▼
Feb 22, 2011 Diversity and Multicultural Awareness Group Call	▼
Feb 23, 2011 The Missing Piece in ADHD Coach Training: All About ADHD Mods	▼

[Add a new chapter event](#)  
[Add a new sig event](#)

Step 4: Once you have clicked on the “Add an event” link, you will be directed to the below window. Please complete each field and then click the “Click here to save event and continue” link.

The screenshot shows a browser window with the title 'Add An Event'. The main content area is titled 'Add an Event' and contains the following fields:

- Event Title:
- Event Date:  with a calendar icon
- Language:  with a dropdown arrow
- Time:  :   with a dropdown arrow, and '(New York)' below it
- Duration:  (minutes)

At the bottom of the form, there is a blue link that says 'Click here to save event and continue'. A black arrow points from the text in Step 4 to this link.

Step 5: Complete additional information fields as needed for your event and click the “Submit event for approval” button located at the bottom of the form.

With this enhanced version of the calendar, chapter presidents and SIG hosts have the ability to include much more detail about their events.

The screenshot shows a browser window with the title 'Update Calendar event details'. The form includes the following fields:

- Event Title:
- Event Date:  with a calendar icon
- Language:  with a dropdown arrow
- Time:  :   with a dropdown arrow, and '(New York)' below it
- Duration:  (minutes)
- Pin:
- Venue:  with a dropdown arrow
- Chapter Sig:  with a dropdown arrow
- Address 1:
- Address 2:
- State/Province:  with a dropdown arrow
- City:
- Country:  with a dropdown arrow
- Contact Information:
  - Name:
  - Fax:
  - Website:
  - Phone:
  - Email:
- Event Materials:

At the bottom of the form, there is a button that says 'Submit Event for Approval'. Below the form is a rich text editor toolbar with various icons and a text area.

Step 6: ICF staff will review event entries and approval additions. Once approved, events will be viewable on the Coachfederation.org calendar. Questions about the calendar can be addressed to [icfpr@coachfederation.org](mailto:icfpr@coachfederation.org)

**Additional information to keep in mind:**

- The only items that should be entered directly into the description field are text or basic HTML tags. Please feel free to use any of the formatting controls available within the description field control panel, including using bold, changing colors, etc.
- If you copy text from another document and paste it in the event description field, or other areas in an event listing, the text needs to follow the current Microsoft Word standards, meaning that it is copied from a version of Microsoft Word. Upon pasting this text, you may see a prompt that says, "This appears to be content from Microsoft Word, would you like to convert this text to html?" On this prompt, please click "YES."
- If you are copying text from a program other than Microsoft Word, please paste the text into a notepad program before pasting into any calendar event fields. Doing this will help avoid errors in the display of your event as the notepad program will remove characters and hidden formatting tags that many programs will add to text.