

**This section is for agencies, committees and those who work with families and children to post opportunities to attend events or professional development opportunities.**

**How to Post an Event/Workshop** using the template provided:

- Add the title of the Event/Workshop.
- Provide a clear and concise description of the Event/Workshop.
- Add the date and time of the Event/Workshop using the calendar.
- Add a logo or photo in the “Event Image” section.
- Use the drop down menu to enter the location, when chosen this will populate the address of the location.
- Include relevant contact details in the “Organizer Details” section.
- Include the event URL or email address.
- Include cost per participant if applicable.
- Agree to the Terms of Submission.
- Include the C&FC logo on subcommittee documentation (announcements, minutes, etc.)
- When complete click the Submit Event/Workshop
- Once completed, the C&FC will receive a notice to approve the posting.