DEMOCRACY INTERNATIONAL

How to publish an event on the International Democracy Community?

Log in on **www.democracy.community**

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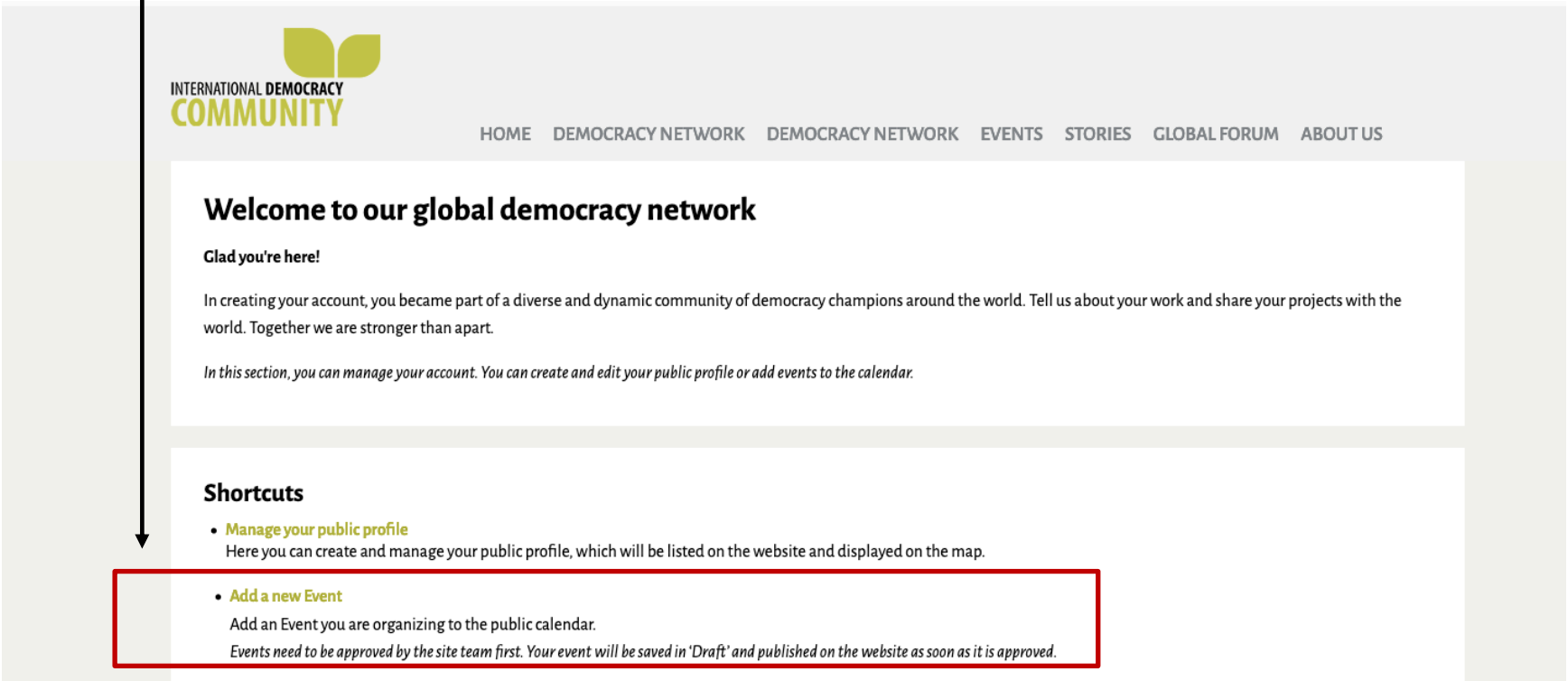
In your account, click „**Add a new event**“

The event function **only exists for organisations**, if you have an individual profile, it will not show



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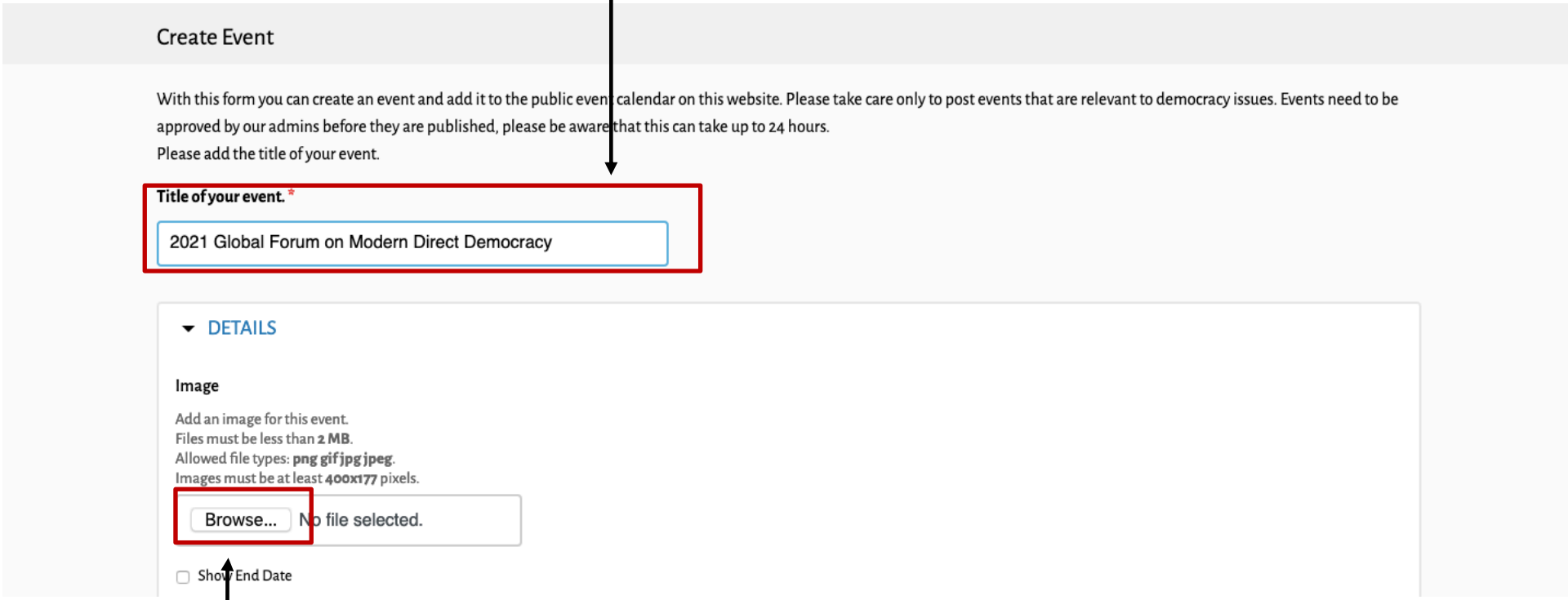
Add the **title** of your event



If you have an **image for your event**, you can upload it, by clicking „browse“

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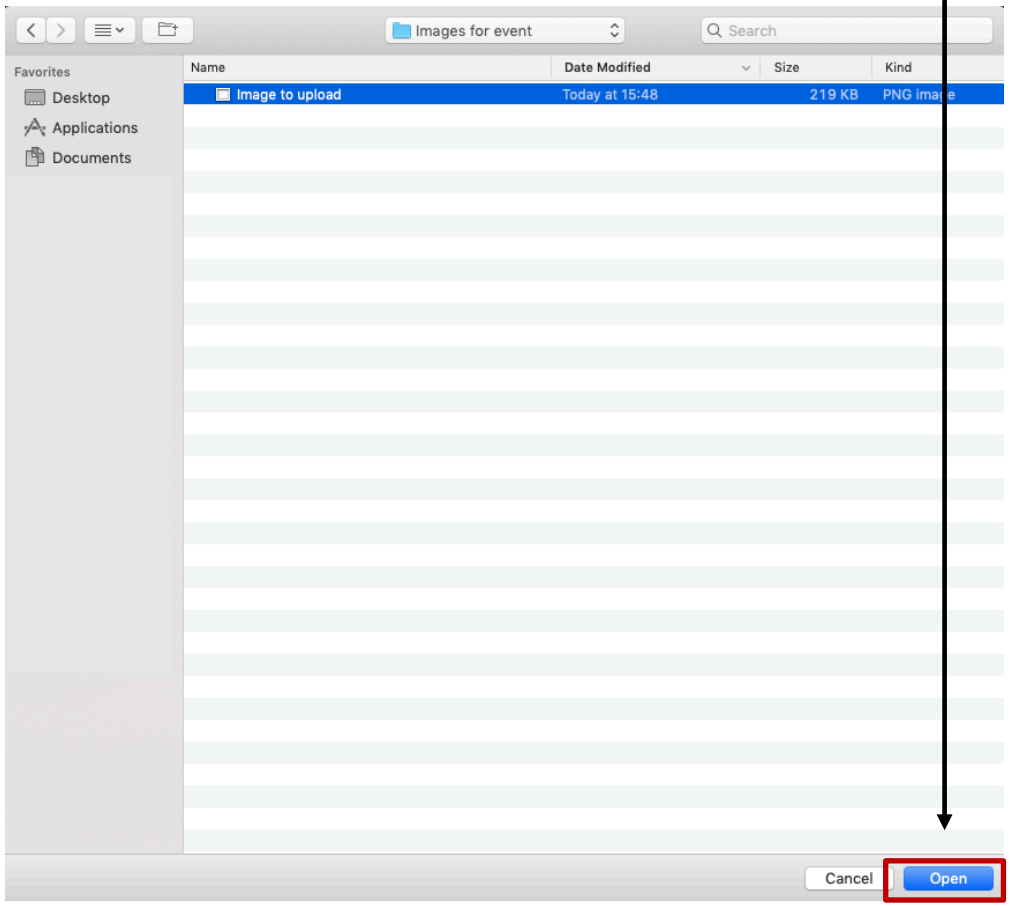
Find the image on your computer and click „open“ to select it.



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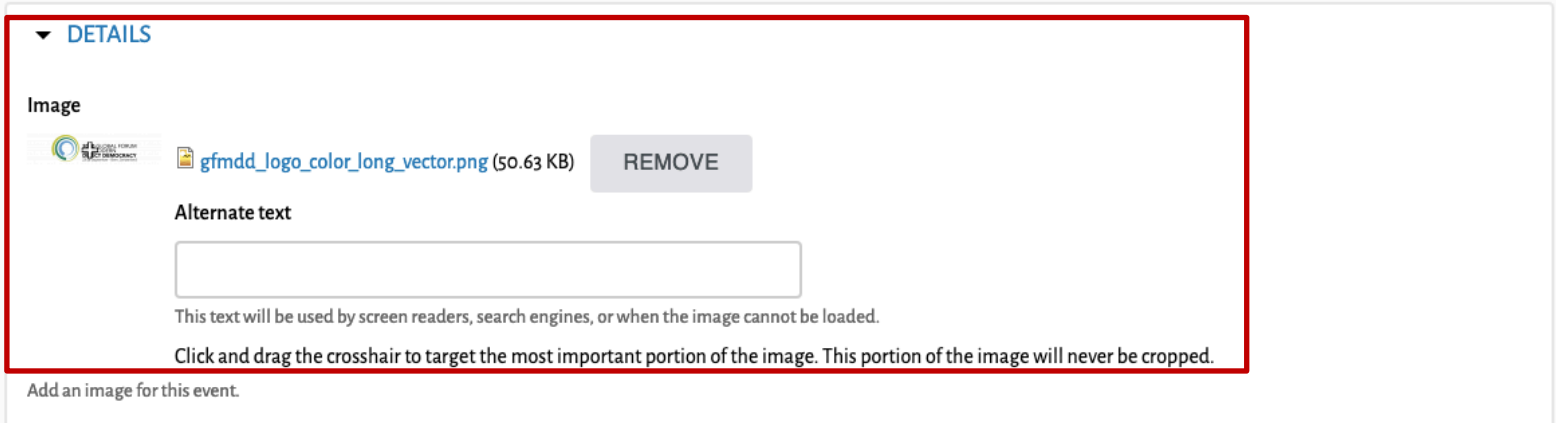
The image has to be **smaller than 2GB**.
You can add an ‚alternate text' which will appear if the image can't be loaded by the browser, but you can also leave this empty.



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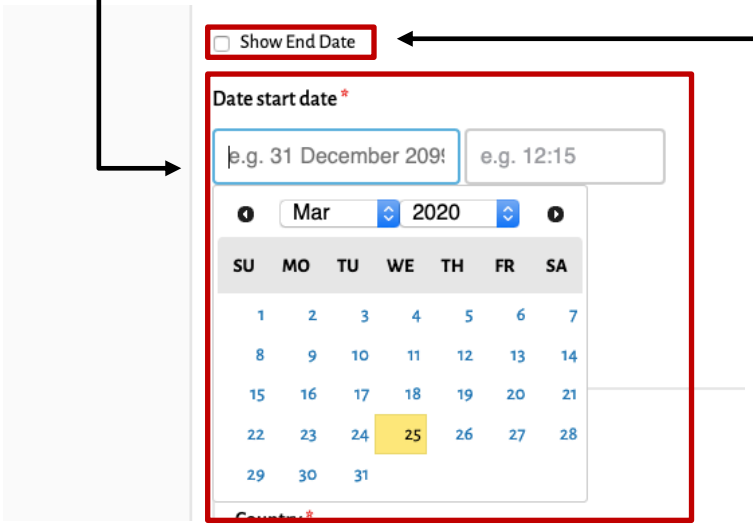
Add the **starting time and date** for your event:



If you want to add the end date, check „**Show end date**“ and enter it.

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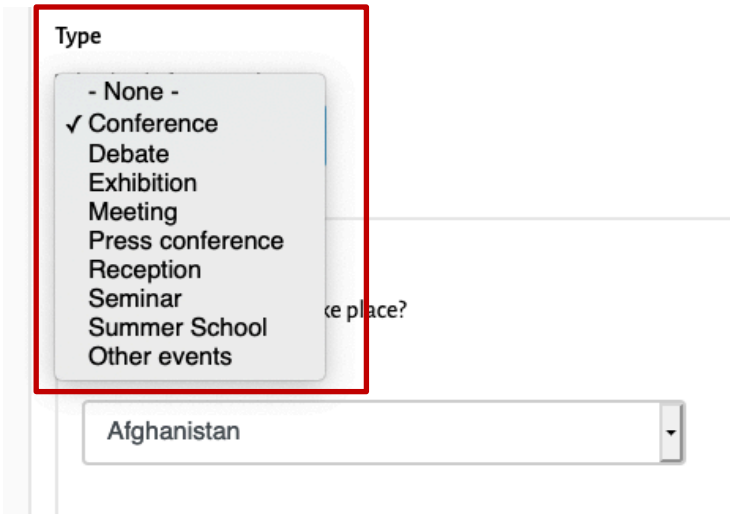
Let users know what kind of event you are organising, **choose a category** from the dropdown.



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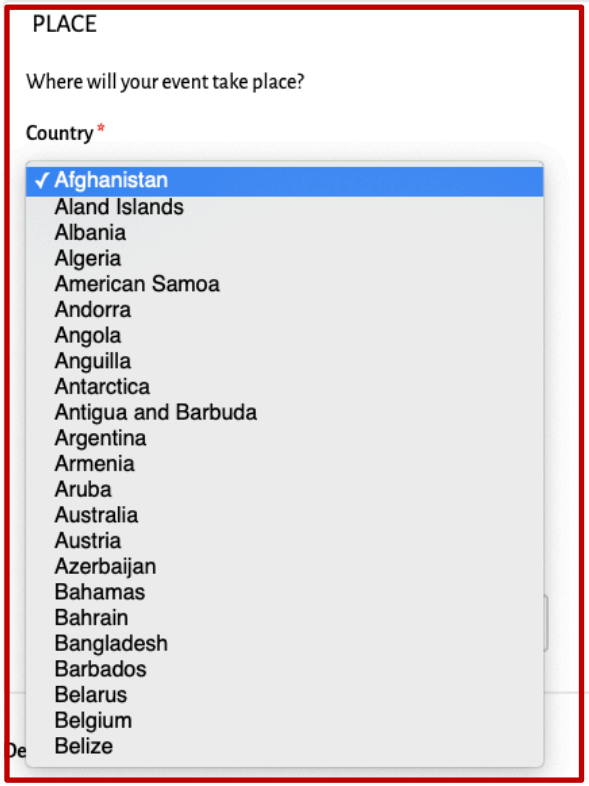
Enter **the location of your event**:

You are obligated to enter **at least a country and a city**, but for potential participants it is of course good to enter the full address.



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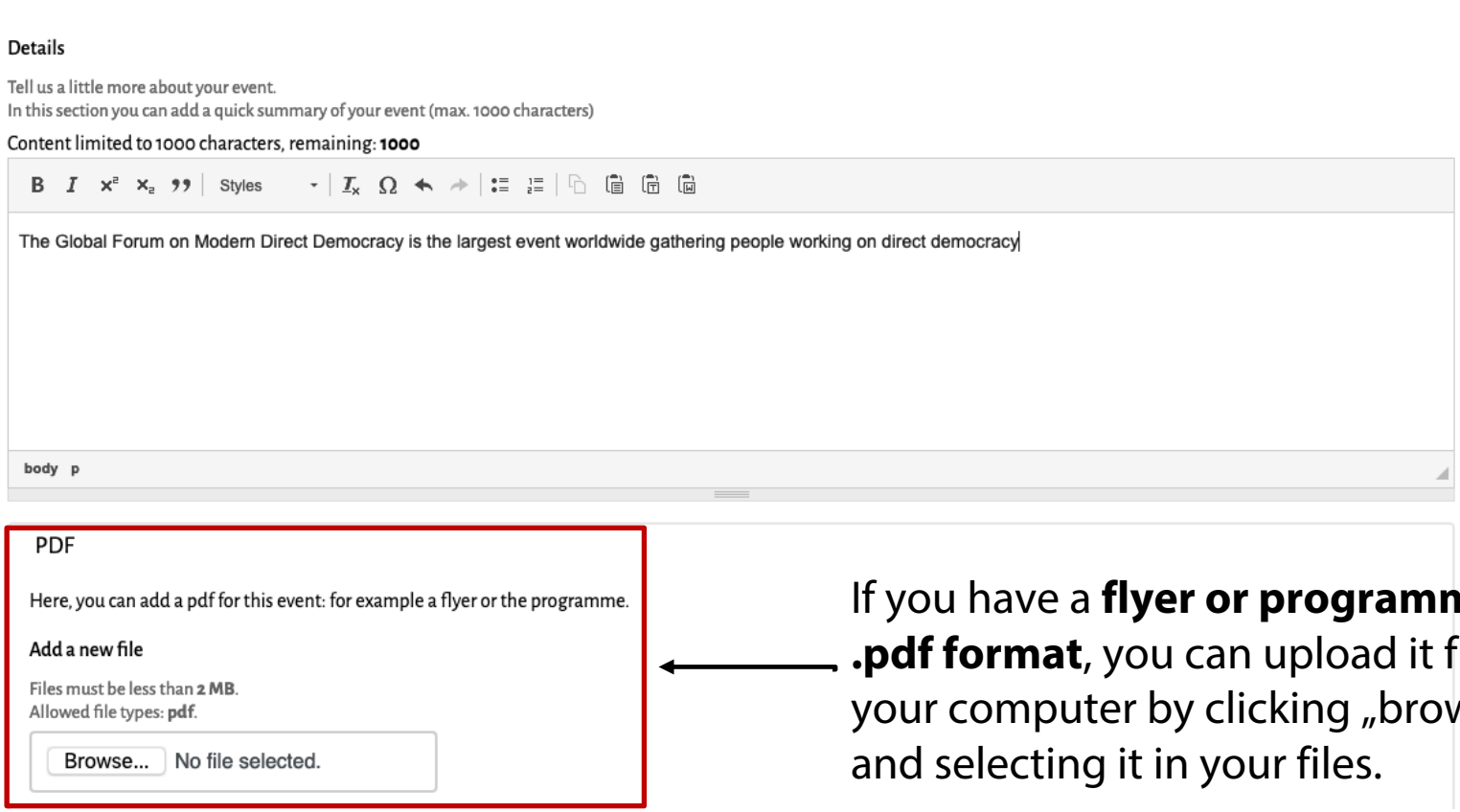
In the "**Details**" section you can add a short, general description of your event:

Try to write a clear summary, explaining to potential participants **what to expect**:



If you have a **flyer or programme in .pdf format**, you can upload it from your computer by clicking „browse" and selecting it in your files.

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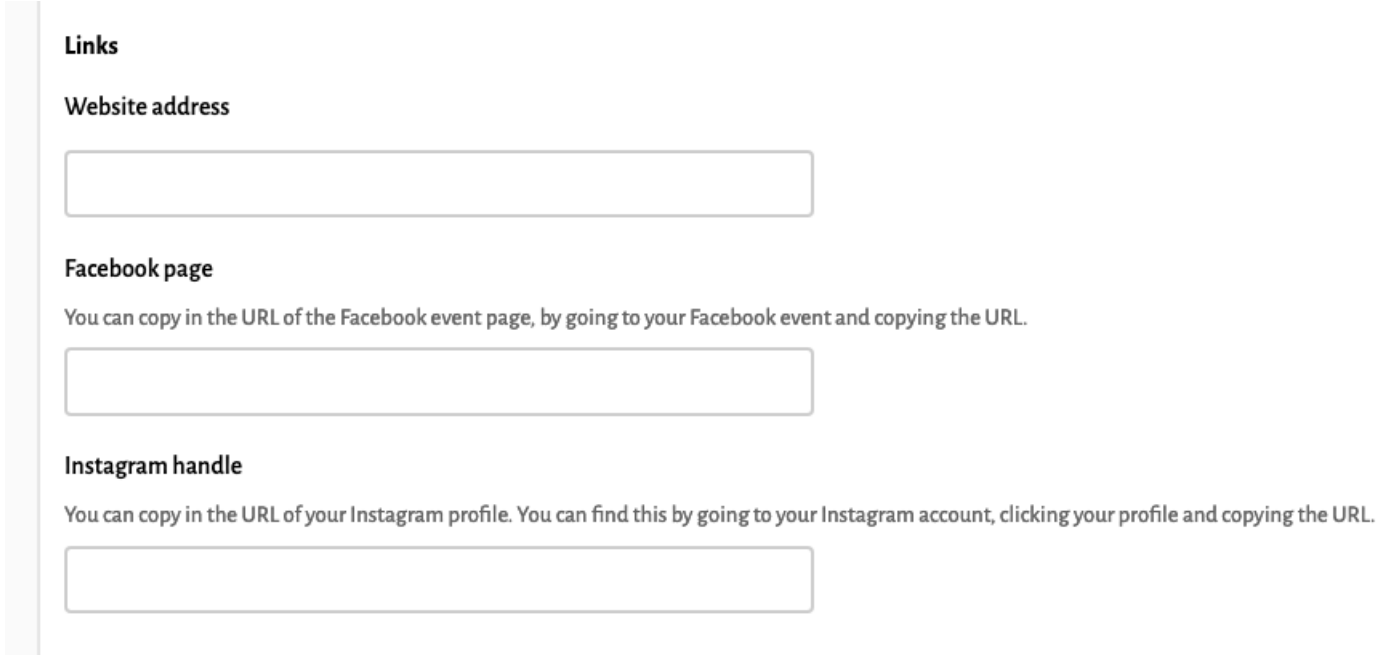
If your event has **a website or has been published to social media**, you can **copy in the URL** from the address bar.



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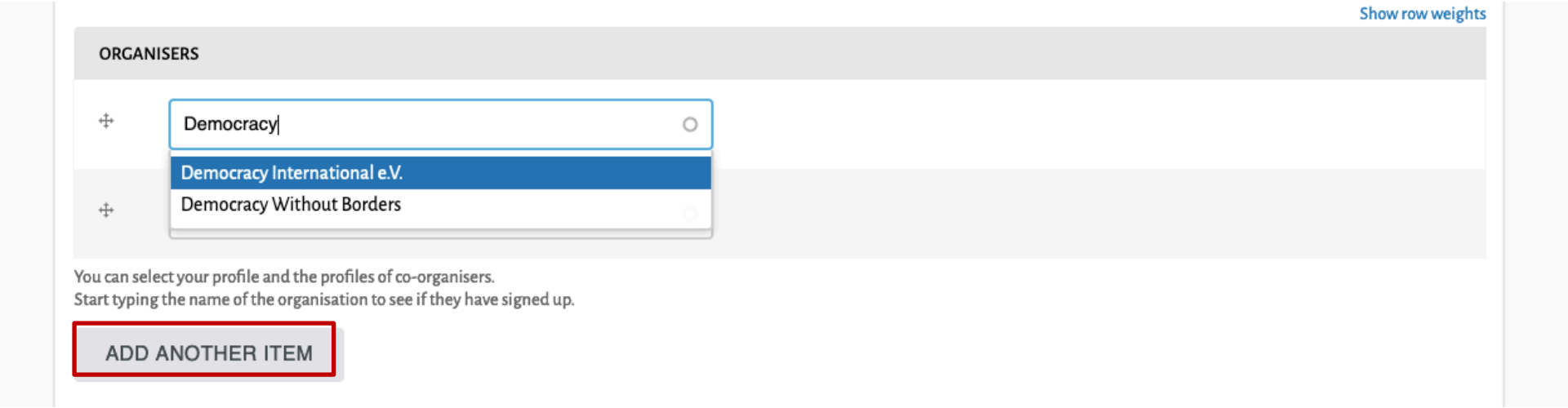
Under „**Organisers**“ you can add the **profiles of the organisers on the International Democracy Community, starting with your own**.

- If you start typing the name, suggestions will appear, which you can then click.
- You can add more organisers, by clicking „add another item“



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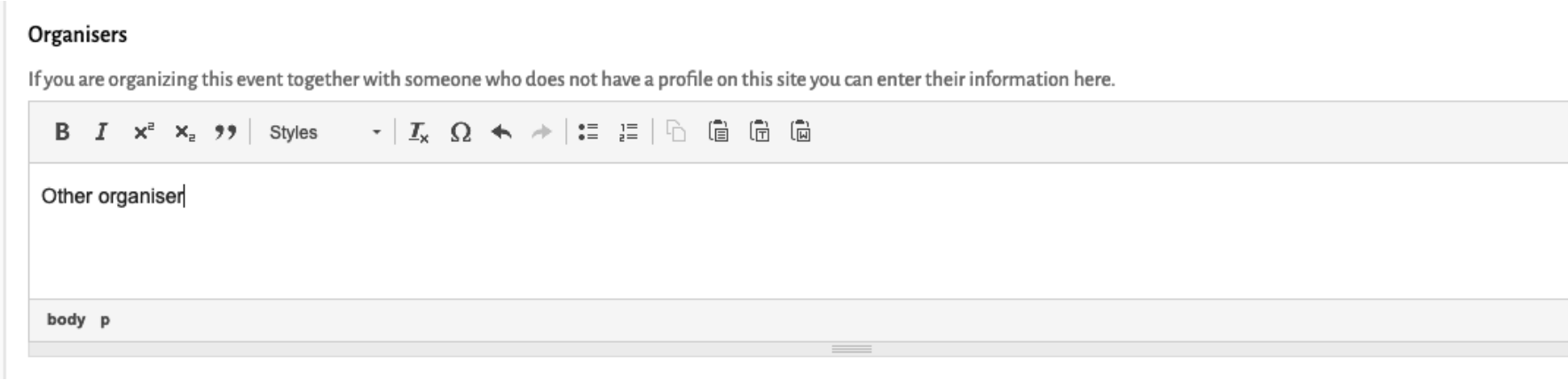
For co-organisers who don‘t have an account, you can **add their information by typing it in** the next field:



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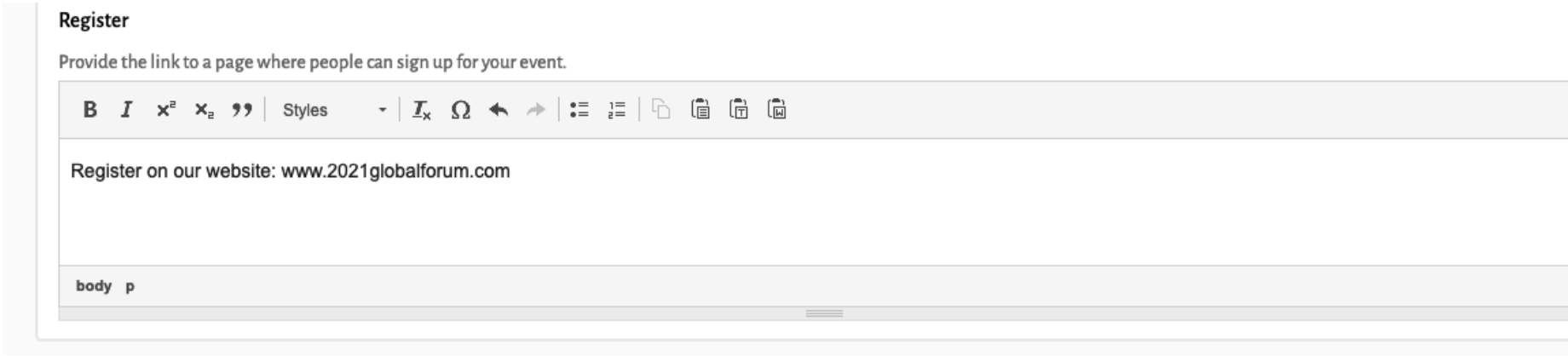
If participants have to register for your event, you can enter the information for that under „Register“

Preferably, you enter a **webpage or an email address**, where people can reach you, regarding participation.



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Under „Programm“, you can enter **bullet points concerning the programme**.
Click “Add programm“ to do so.

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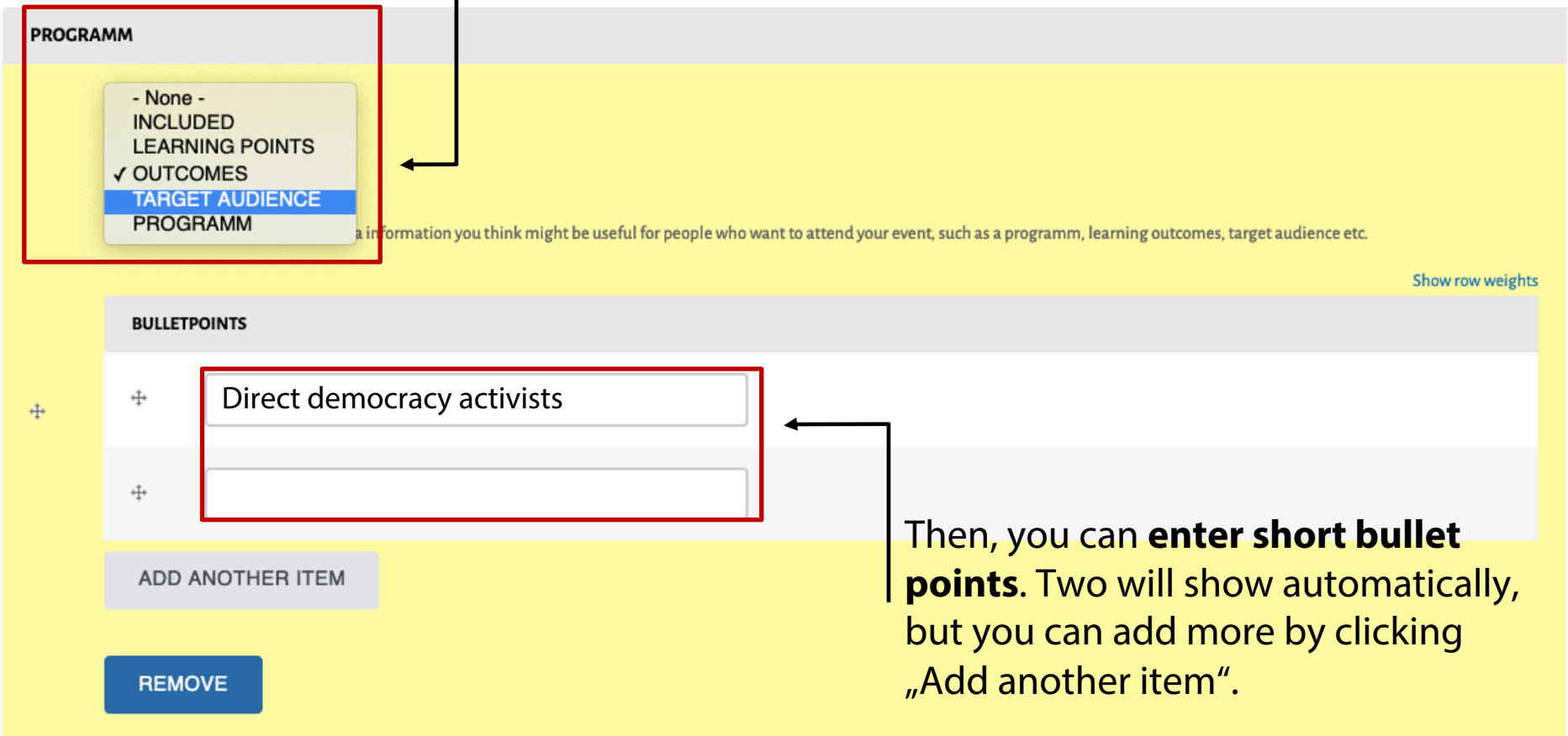
You can **choose a category**, that will be shown as the title for this section



Then, you can **enter short bullet points**. Two will show automatically, but you can add more by clicking „Add another item“.

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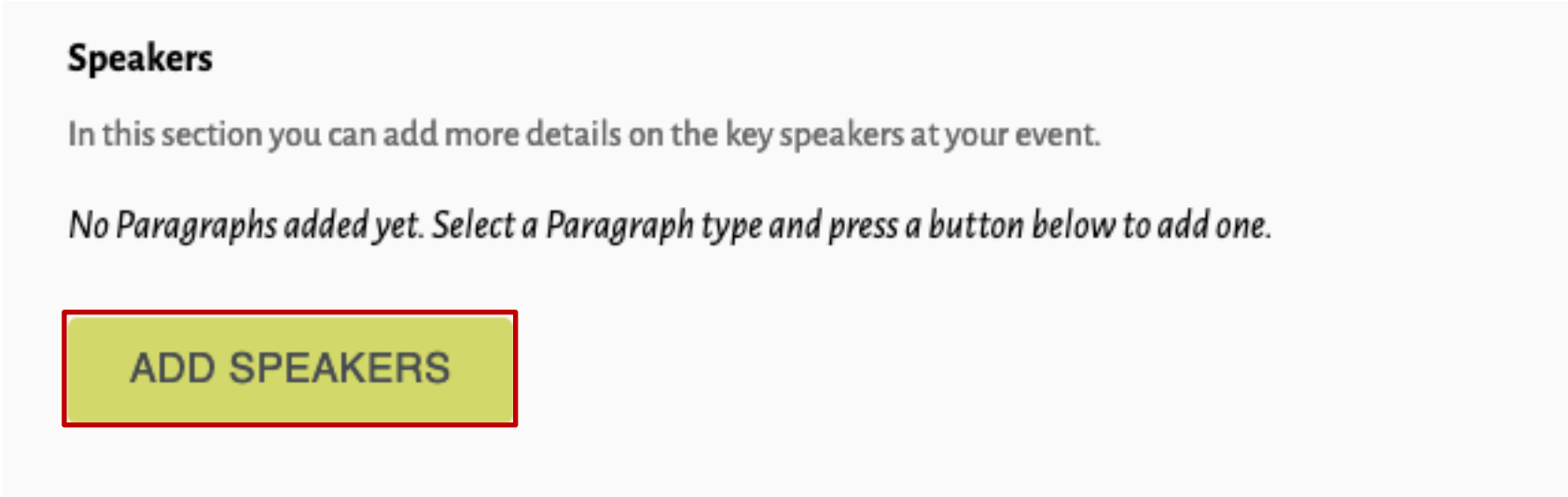
If you want to add the **information on speakers** at your event, click „Add speakers“



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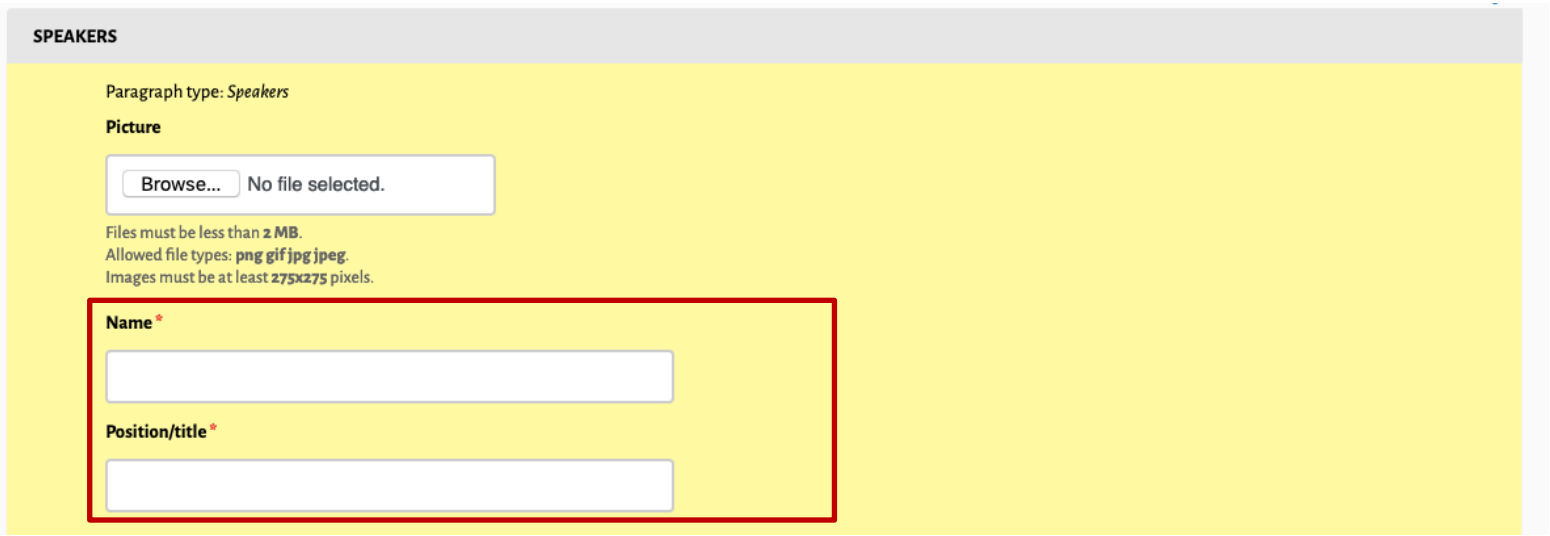
You have to add the **name and title** of the speaker and have a lot of optional possibilities.

- If you want to, you can **add a picture** for the speaker



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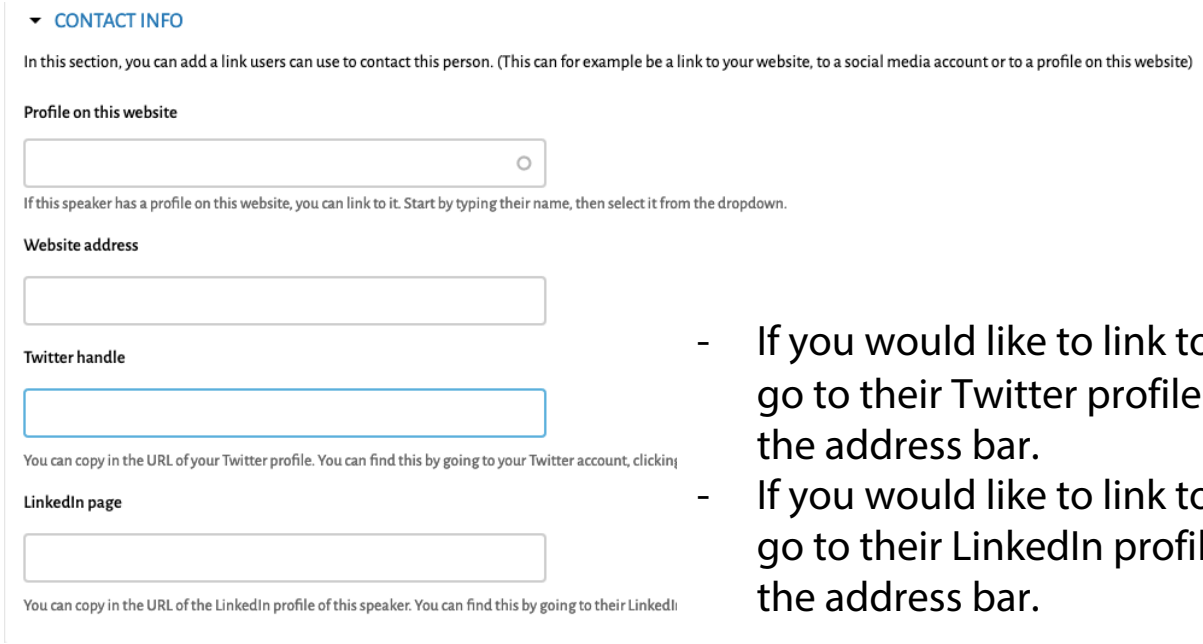
Under „**Contact info**“, you can add more information on the speakers:

- If they have a **profile on the International Democracy Community**, you can start typing in their name. Suggestions will automatically appear.
- If they have a **profile on an external website, such as a university or an organisation**, you can copy in the URL under „Website address“



- If you would like to link to **their Twitter account**, go to their Twitter profile and copy the URL from the address bar.
- If you would like to link to **their LinkedIn account**, go to their LinkedIn profile and copy the URL from the address bar.

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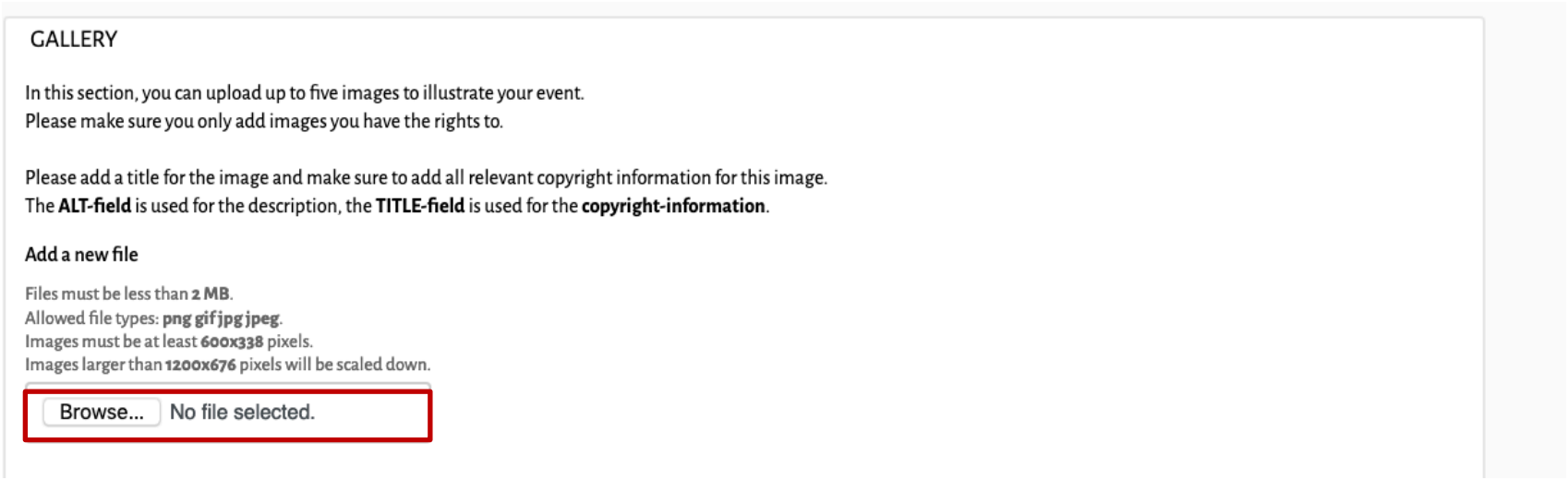
If you would like to add **images from previous editions, or promotional images**, you can upload them from your computer, under “Gallery“

- Click “Browse“, find the photo on your computer and click upload



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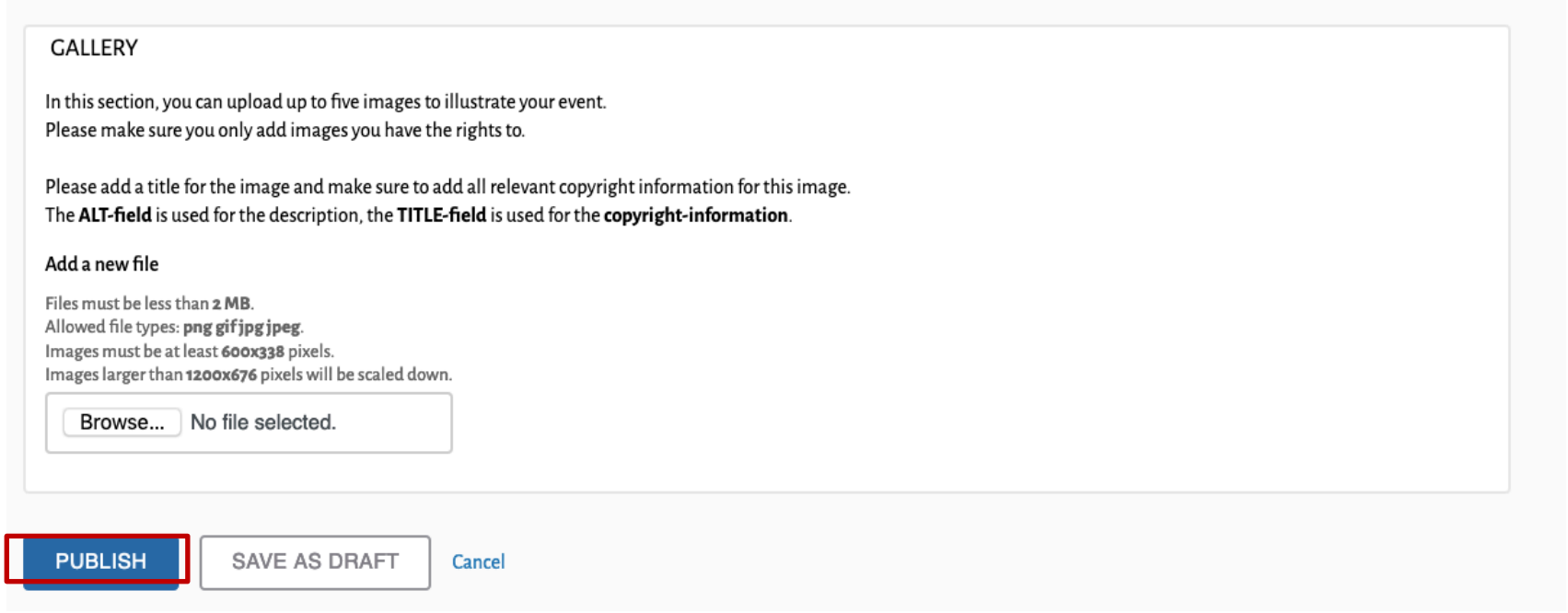
- If you are ready to **publish your event**, click „Publish“
- If you want to continue working on it later, you can **save it as a draft**. You can only do this if you have filled in all the required fields, marked with a *



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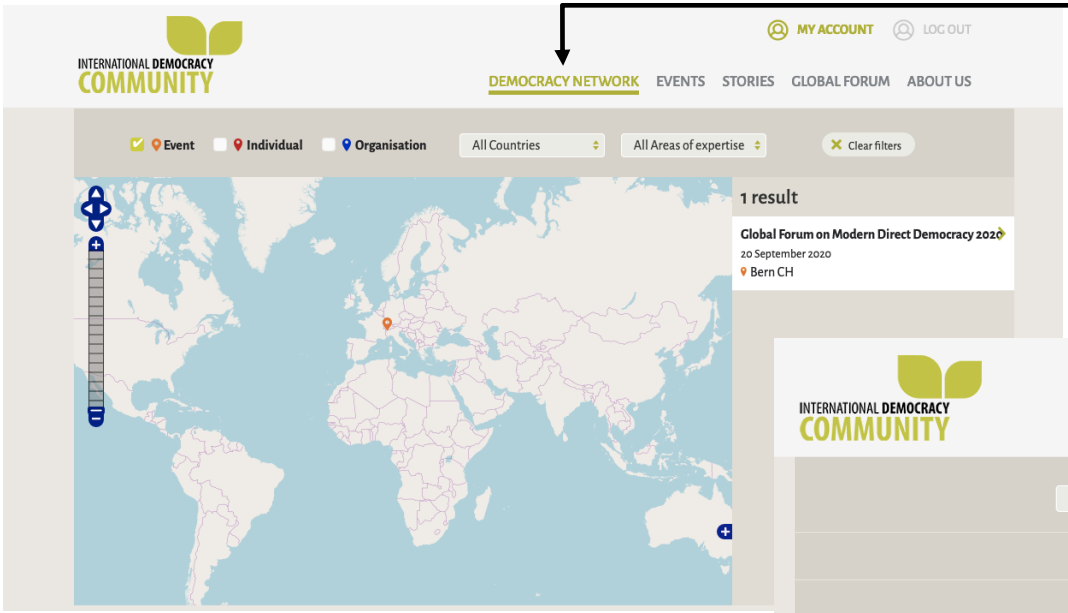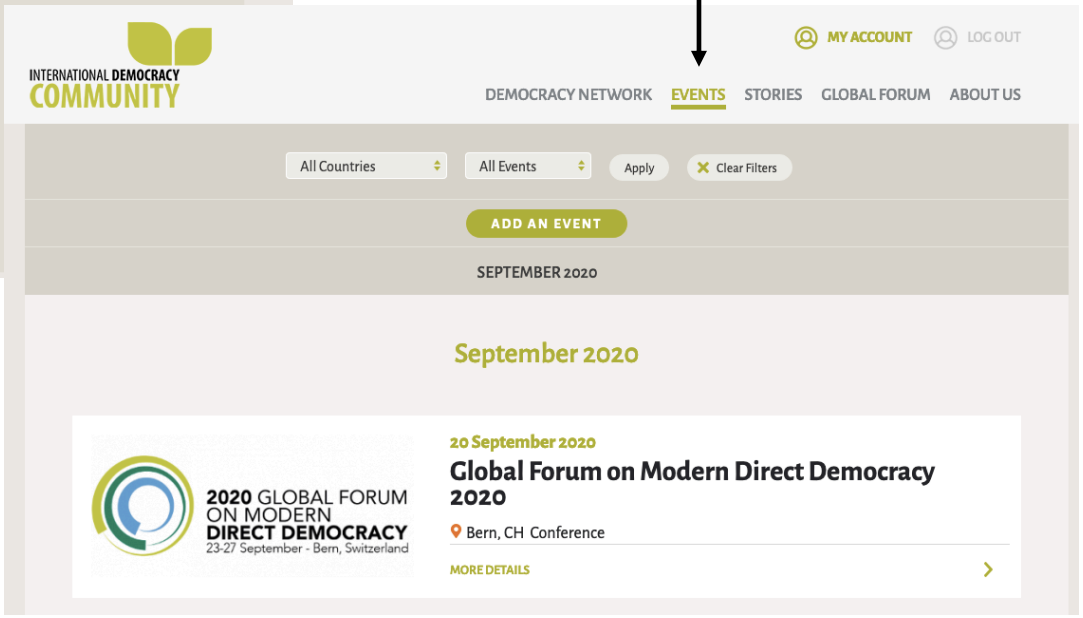
Your **event is now shown** on the map and in the events list: