







How do I add a Speaker?

Omar S. - 2023-02-02 - Events & Calendar

You can add speakers to your website, which will appear on the club's events calendar and events list.

1. Go to the Club's website and click **Member Login**, near the top right. Enter your login information and login.
2. Then, click on **Member Area** on the top right.
3. This takes you to the **Administration** page.
4. In the top navigation bar, click on **Events**.
5. Click **Speakers**, in the gray bar immediately below.
6. Click the orange **Add New Speaker** button – top right hand corner of the screen.

Speakers

<div><div>Add New Speaker</div><div>Show All</div></div>			
Speaker	Date	Topic	Actions
Jim Burton	Apr 28, 2017	Business Speakers Series	 
Rebecca Gibbs	Mar 23, 2017	Memories of Green Town	 
William Jennings Bryan	Oct 31, 2016	Avoiding Volunteer Fatigue	 

1. Enter in the following initial Speaker fields:
 - **Date** - The date & time when the speaker will speak. This is a required field.
 - **Speaker** - The name of the speaker. This is a required field.
 - **Topic** - The topic that the speaker will cover.
 - **Image** - Where you can upload an image of the speaker or a logo.

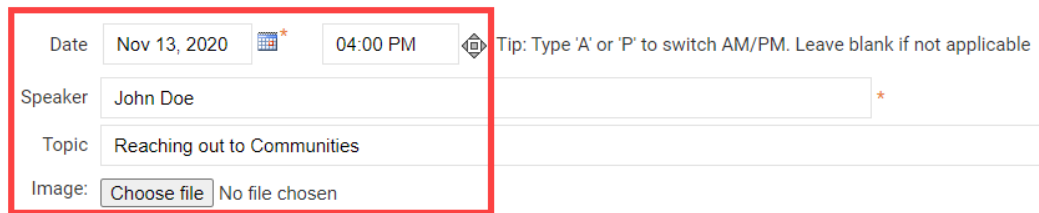
Note

If the speaker is shared over social, the image would have to be a minimum of 200 pixels by 200 pixels in order for it to be displayed.

Warning

If a time is not set along with the date field, it can cause confusion for users and the event will appear to start at midnight on website calendars.

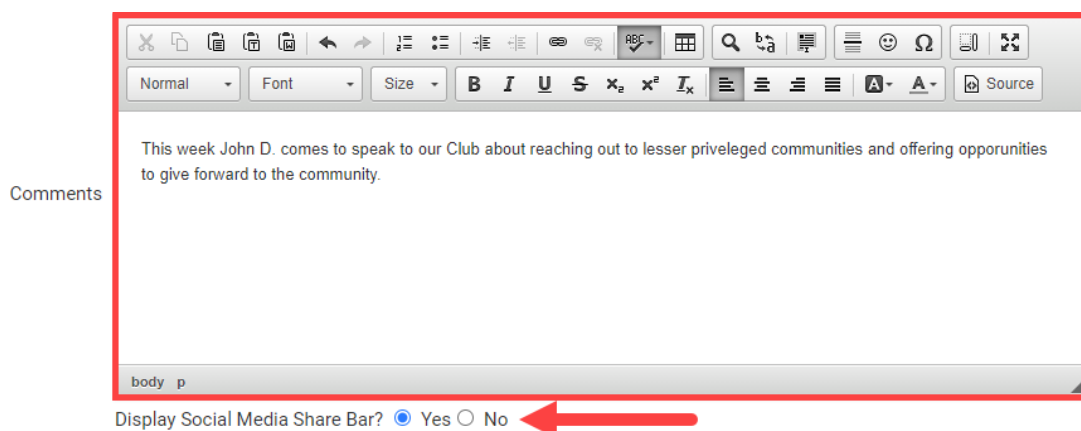
Edit Speaker



The screenshot shows the 'Edit Speaker' form. A red rectangular box highlights the top section of the form, which includes the following fields:

- Date:** A date picker set to 'Nov 13, 2020' and a time field set to '04:00 PM'. A tip to the right reads: 'Tip: Type 'A' or 'P' to switch AM/PM. Leave blank if not applicable'.
- Speaker:** A text input field containing 'John Doe'.
- Topic:** A text input field containing 'Reaching out to Communities'.
- Image:** A button labeled 'Choose file' and the text 'No file chosen'.

1. Enter any additional comments about the Speaker, and choose to display the 'Social Media Share Bar' on the Speaker page.
 - **Comments** - Input some details about what the speaker is going to present.
 - **Display Social Media Share Bar** - Will display the social media share bar below the speaker if yes is selected.

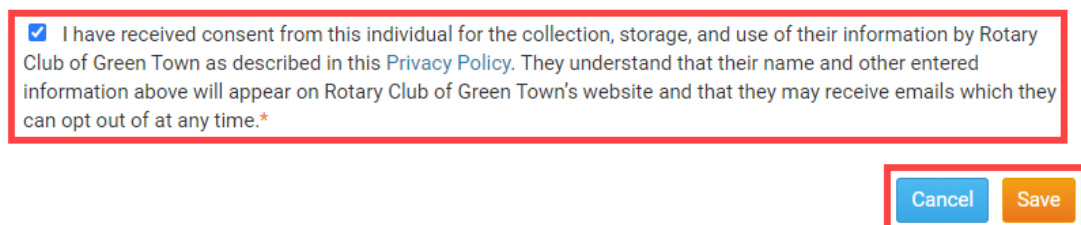


The screenshot shows the 'Comments' section of the form. A red rectangular box highlights the text area and the 'Display Social Media Share Bar?' checkbox. The text area contains the following text:

This week John D. comes to speak to our Club about reaching out to lesser priveleged communities and offering opportunities to give forward to the community.

Below the text area, there is a checkbox labeled 'Display Social Media Share Bar?' with the 'Yes' option selected. A red arrow points to this checkbox.

1. **Check** the 'I have received consent from this individual for the collection...' checkbox, to confirm the speaker has given permission to give their details to the club, and the click the orange **Save** button to save the speaker. Or, click **Cancel** to cancel creating the speaker event.



The screenshot shows the bottom section of the form. A red rectangular box highlights the consent checkbox and the 'Cancel' and 'Save' buttons. The consent checkbox is checked and contains the following text:

☒ I have received consent from this individual for the collection, storage, and use of their information by Rotary Club of Green Town as described in this [Privacy Policy](#). They understand that their name and other entered information above will appear on Rotary Club of Green Town's website and that they may receive emails which they can opt out of at any time.*

Below the consent checkbox, there are two buttons: a blue 'Cancel' button and an orange 'Save' button.

Related Content

- [How do I edit a Speaker?](#)

- [How do I delete a Speaker?](#)