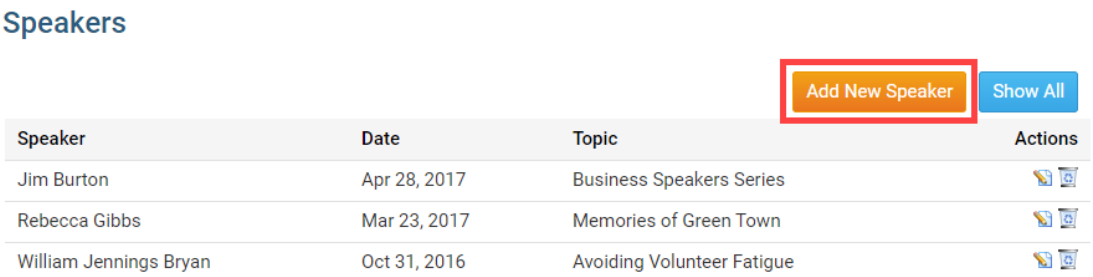
How do I add a Speaker?

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.



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.

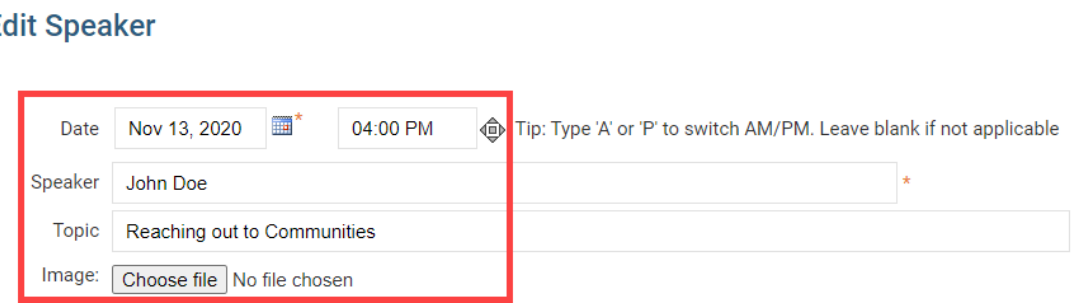
Note

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.

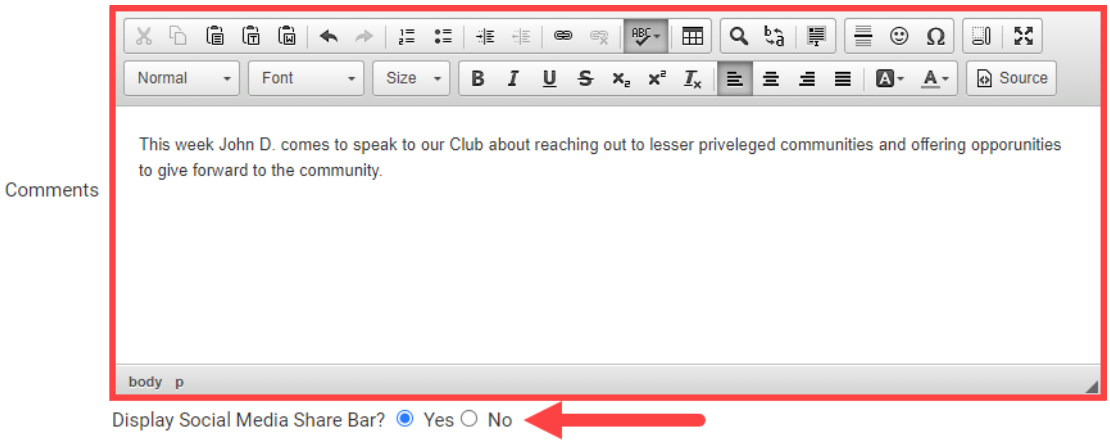
Warning

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

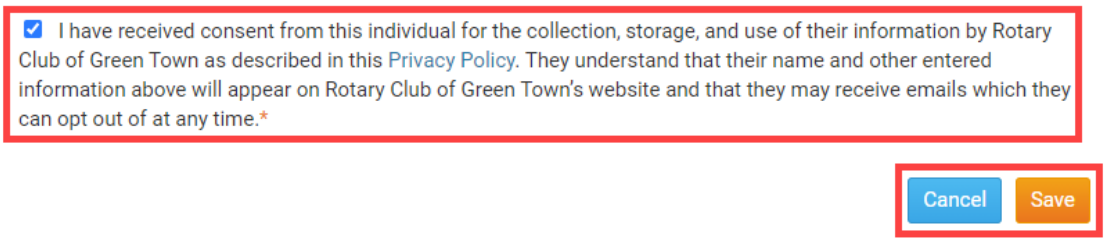
midnight on website calendars.



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.



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.



Related Content

- How do I edit a Speaker?
- How do I delete a Speaker?