

Power Down Week

How to add events to the official Power Down Week calendar

The calendar is at the heart of Power Down Week. It lists all of the events that have been suggested and are being run by volunteers. The list of events are updated in real time as people like you post events and workshops that you are hosting. Set the Event Type text box to "pdw2015" and your event will instantly appear on the Power Down Week calendar. Here's how:

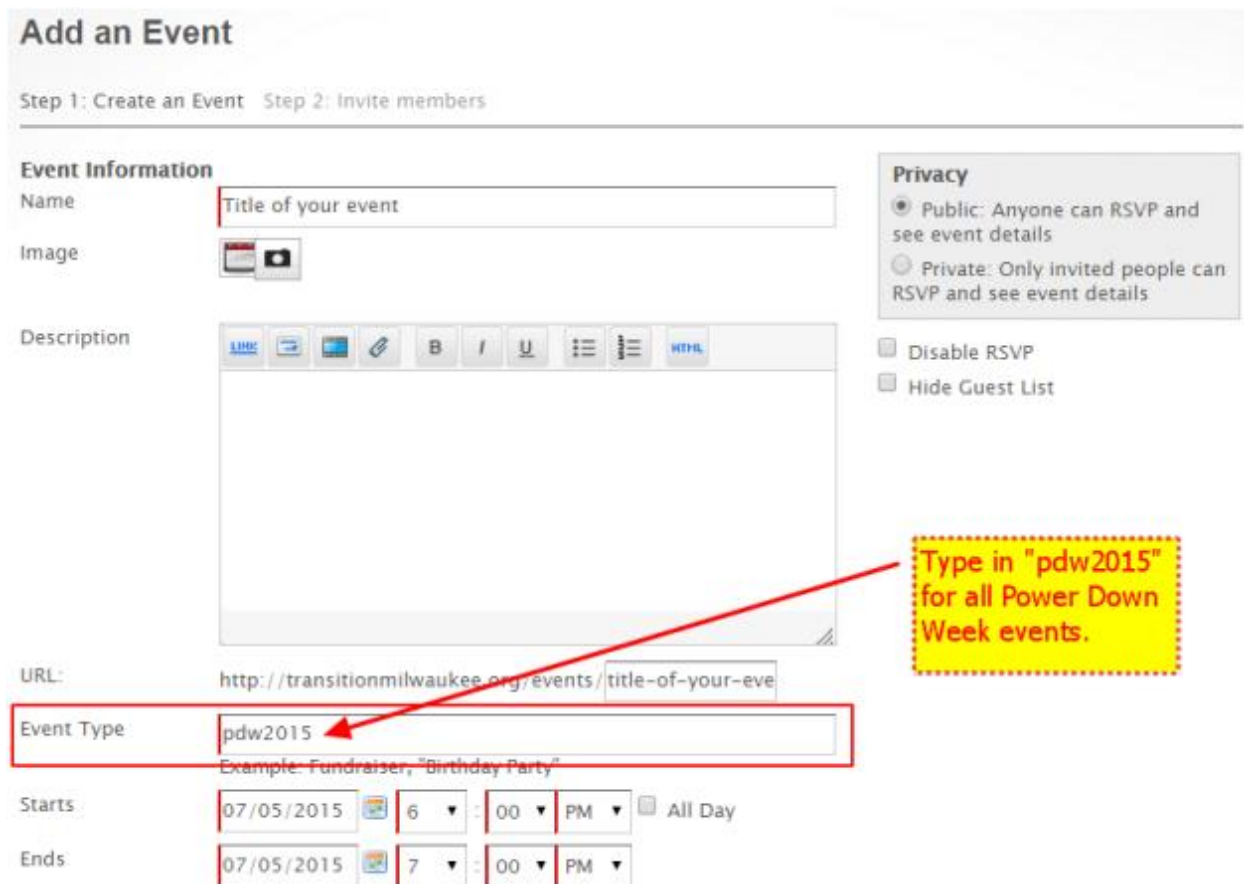
Step 1: Click on the [link to access the Event Calendar](#)

Step 2: Click the **Add** button



Step 3: Fill in your event details

Important: set **Event Type** text box to "**pdw2015**" for event to show on the Power Down Week calendar

A screenshot of the 'Add an Event' form. The form is titled 'Add an Event' and has two steps: 'Step 1: Create an Event' and 'Step 2: Invite members'. The 'Event Information' section includes fields for 'Name' (with the placeholder 'Title of your event'), 'Image' (with a camera icon), and 'Description' (with a rich text editor toolbar). To the right, the 'Privacy' section has two radio buttons: 'Public: Anyone can RSVP and see event details' (selected) and 'Private: Only invited people can RSVP and see event details'. Below this are two checkboxes: 'Disable RSVP' and 'Hide Guest List'. The 'URL' field contains 'http://transitionmilwaukee.org/events/title-of-your-eve'. The 'Event Type' field is highlighted with a red box and contains the text 'pdw2015'. A red arrow points from a yellow callout box to this field. The callout box contains the text 'Type in "pdw2015" for all Power Down Week events.' Below the 'Event Type' field is an example: 'Example: Fundraiser, "Birthday Party"'. The 'Starts' field is set to '07/05/2015' at '6:00 PM', and the 'Ends' field is set to '07/05/2015' at '7:00 PM'. There is an 'All Day' checkbox.

Step 4: Press the **Add Event** button at the bottom of the page

