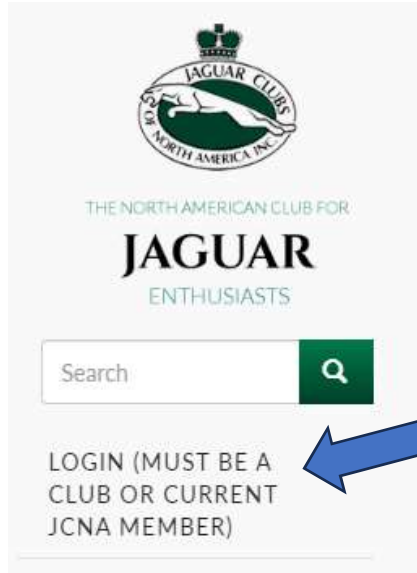


JCNA -- How to Create a New Event on the website:

A NEW EVENT is one that is NOT already on the calendar for the current or future year.



- 1.) Go to JCNA.com
- 2.) Click: Login
- 3.) Login using Club Credentials.
- 4.) Example: UN: SW## PW: XXXXXX
- 5.) Contact the Webmaster at webmaster@jcna.com if you do not know your club's sign-in credentials.

From the Club Admin Dashboard:



For A New Event that has not been scheduled for the current or future calendar year –

Scroll down to:

POST NEW EVENTS IN THE
CALENDAR AND REQUEST NEW
EVENT SANCTION

Use this link to add your club events to the JCNA master calendar. Events will automatically be included on your club website.

Click Here



Once on this page complete as much information as possible:

In the Title include the Club Number, Name and Event: i.e. Concours, Slalom, etc.

Fields with **RED *** are Required Fields.

It is extremely beneficial to complete all fields to provide accurate information.

Ex: NW99 Greater Alaska Jaguar Club 2024 Concours

Title*

NW99 Greater Alaska Jaguar Club 2024 Concours

Body

Paragraph **B** *I* Source

XXXXXXXXXXXXX Description XXXXXXXXX

Complete selection of Event Type: Concours, Rally, Slalom, British Car Show. Other

Event Type*

Concours



Complete any appropriate web information, club website, link text:

URL

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<noLink>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

Link text

Next Complete the Club Name and dates of the event:

Club*

NW99 Greater Alaska Jaguar Club

Event Date*

mm/dd/yyyy



Event End Date

mm/dd/yyyy



Next: Complete the Event Location with Address as complete as possible:

Event Location

Anchorage North Holiday Inn

Event Location (second line)

3546 West Yukon Street, Anchorage, AK 99587

Next: Complete Event Person contact information:

Event Chairperson

Chairperson Address

Chairperson Address (Line 2)

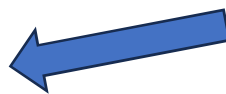
Chairperson Phone

Chairperson Fax

Chairperson Email

Next: Make Sure Request for Sanction box is selected: A blue checkmark should appear by default – uncheck if Sanction is not requested or required for the event

Request for Sanctioning



Lastly: Remember to click:

