



SHARE new mexico

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www.sharenm.org

Adding Community Events to the SHARE Calendars

The SHARE New Mexico community information website is built by, for and with New Mexicans. SHARE New Mexico provides the space, functionality and support for the website. The *content* is provided by the community. We invite you to share information about your event.

Here's how to add an event:

1. Any registered SHARE user can submit information to these SHARE components. **Users must be registered and logged in to submit information.**
2. SHARE has a community calendar on every initiative page and for each county as well as the South Valley of Albuquerque. You can begin by selecting any of these calendars to post your event. However, you can then opt to post your event on any of our county or initiative page calendars. If this is a fundraising event, you can post it on our Grants & Funding calendar.
3. To add an event on a calendar, click on the "Add Event" button at the bottom of the Calendar and enter information about your event. Indicate the calendars where you would like the event to appear. Note that you can upload a flier if you like.
4. To add a recurring event:
 - a. If the event occurs on sequential days, simply enter the beginning and ending dates and times;
 - b. If the event repeats weekly or monthly, use the Recurring Event function to specify how and how often the event occurs.
5. Save your event information and submit it for approval.
6. All submissions are reviewed and approved by a SHARE administrator within 24 hours.

To Edit an Event

1. You can find your events in "mySHARE" at the top of the SHARE page.
2. Click on the event you wish to edit.
3. On the pop-up window, click on "Edit."
4. Edit the information in the Edit pop-up window.
5. Click on "Save."
6. To delete an event, click on "Delete"

Questions? Contact info@sharenm.org