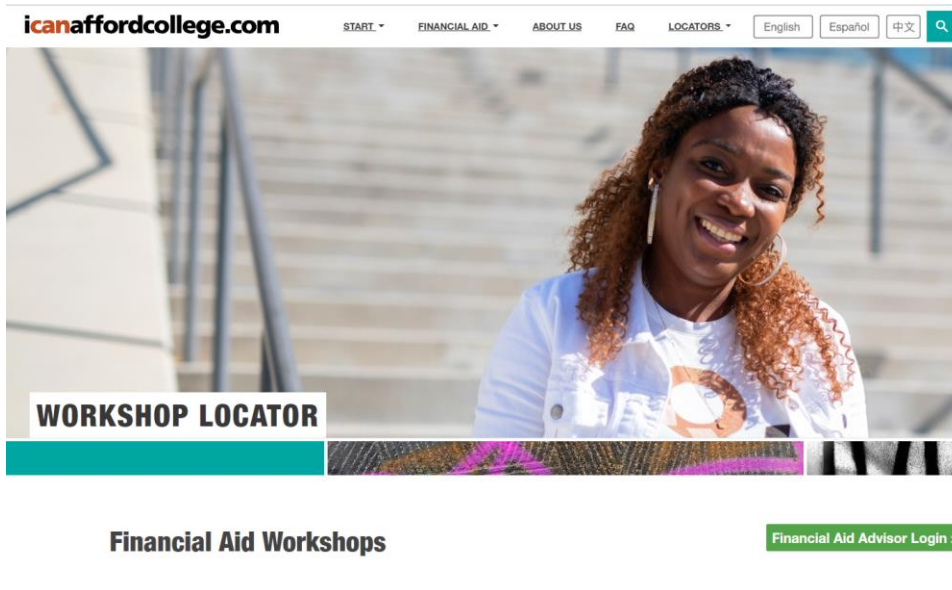


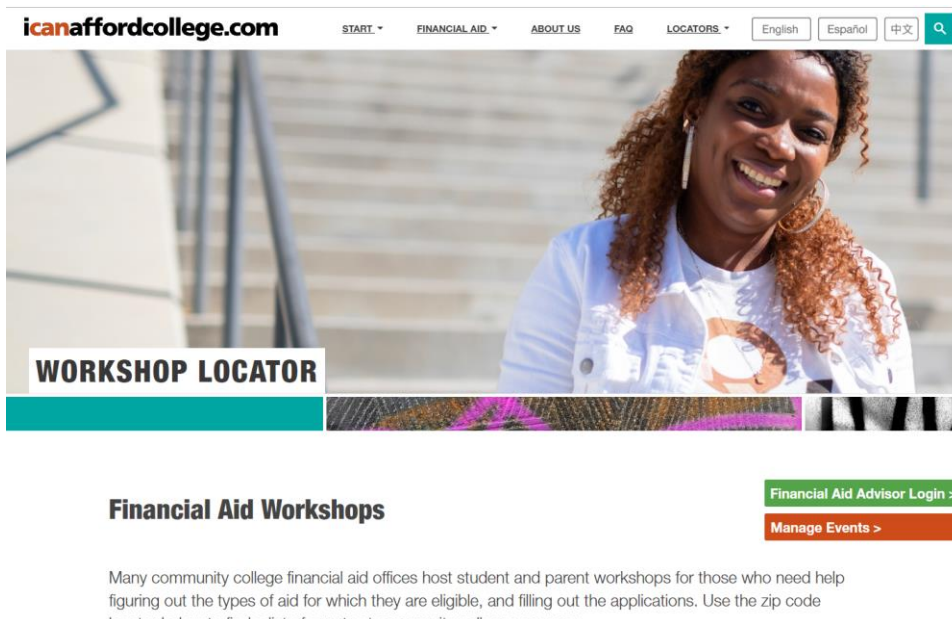
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Logging in as a Financial Aid Officer

1. Go to <https://icanaffordcollege.com/Locators/Workshop-Locator> and click the Financial Aid Advisor Login button to login as a Financial Aid Advisor.



2. Once logged in, you will see a Manage Events button under the login button. Select this to manage events for your campus.



3. After selecting Manage Events, three tabs will display at the top of the page.
 - **Colleges:** Edit contact information for the primary college financial aid office.
 - **Offices:** Any satellite offices, centers, or other campuses that utilize your financial aid office.
 - **Events:** Add, edit, delete, or clone upcoming financial aid workshops.

Colleges Tab

- From the Colleges tab, the table displays information about the college as well as a quick action button to add an event or edit college details.

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Colleges Offices Events Return

College	Address	Contact Email	Officers
Test College	1102 Q Street, Sacramento, CA, 95811 9165551212 http://ccccc.edu	eresting1102@gmail.com	1

Note: All edits to the college information will be submitted to the I **Can** Afford College team for approval.

Add an Event

- To add an event, select the green plus icon.

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Colleges Offices Events Return

College	Address	Contact Email	Officers
Test College	1102 Q Street, Sacramento, CA, 95811 9165551212 http://ccccc.edu	eresting1102@gmail.com	1

- Complete the form to add a new event. All information will be public, so please be accurate and consistent in your information submissions.

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Colleges Offices Events Return

Event Name

Description

Add Spanish Translation YES NO

Languages

English Vietnamese Russian Farsi Khmer Ukrainian
Spanish Korean Armenian Hmong Tagalog Other
Chinese Cambodian Arabic Punjabi Hindi

Event Date

Start Time End Time

Location

College

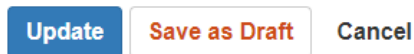
Test College

Note: All fields are required.

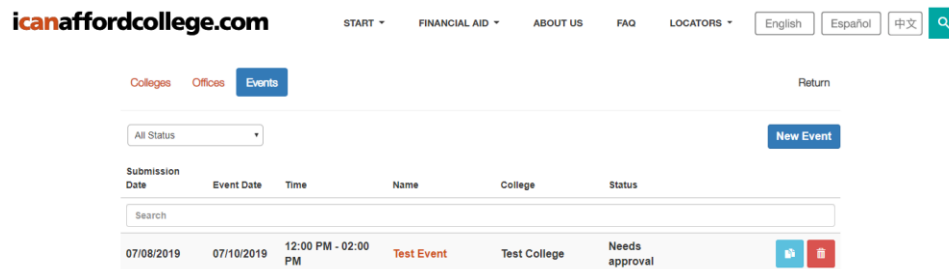
3. Listing Publication:

- The “**Publish Date**” is the date you would like the event to be active on the website (usually the date you submit the event).
- The “**Expiration Date**” is the date you would like the event to be removed from the website (usually the day after the event).

4. An Event can be Updated or Saved as Draft.



5. After saving, the new event will be viewable on the Events tab.



6. Each time an event is created, a request for approval is sent to the I **Can** Afford College program manager. The program manager will review the event information submitted and, if necessary, will make edits to the event description. The program manager will approve the content within 24-48 hours of receiving the request. If there are any questions or concerns, the program manager will contact you using the email provided in the event description.
7. To check the status of your event approval, login after 24-48 hours of submitting your event, navigate to the “**Events**” tab, and check the “**Status**” column.
8. To check your live event, go to <https://icanaffordcollege.com/Locators/Workshop-Locator> and search by ZIP code. A list of events and locations will appear below the map.
- Click on the event and review the information to make sure it is correct.
 - To make any edits to your event, login, and click the “**Manage**” link, located above the map.
 - Navigate to the “**Events**” tab and identify the event to modify.



Event Actions: Clone

1. To clone an existing event, select the blue clone icon.

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Colleges Offices **Events** Return

All Status New Event

Submission Date	Event Date	Time	Name	College	Status	
07/08/2019	07/10/2019	12:00 PM - 02:00 PM	Test Event	Test College	Needs approval	 

2. When cloning an event, all information will be copied over from the original event, except for the date. Review the event information and add the date of the event.

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Colleges Offices **Events** Return

Event Name
Test Event

Description
This is a test event.

Add Spanish Translation YES NO

Languages

<input checked="" type="checkbox"/> English	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Russian	<input type="checkbox"/> Farsi	<input type="checkbox"/> Khmer	<input type="checkbox"/> Ukrainian
<input checked="" type="checkbox"/> Spanish	<input type="checkbox"/> Korean	<input type="checkbox"/> Armenian	<input type="checkbox"/> Hmong	<input type="checkbox"/> Tagalog	<input type="checkbox"/> Other
<input type="checkbox"/> Chinese	<input type="checkbox"/> Cambodian	<input type="checkbox"/> Arabic	<input type="checkbox"/> Punjabi	<input type="checkbox"/> Hindi	

Event Date
|

July 2019

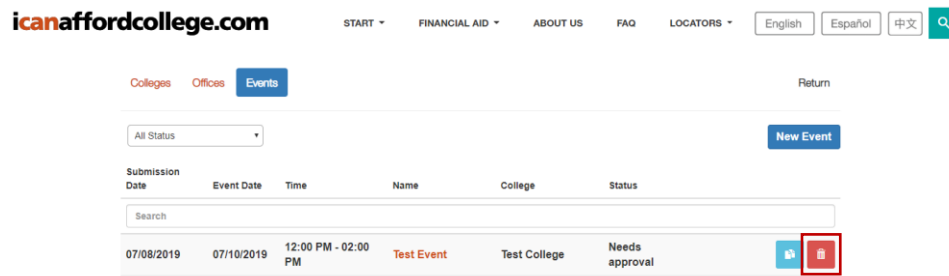
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

End Time
02:00 PM

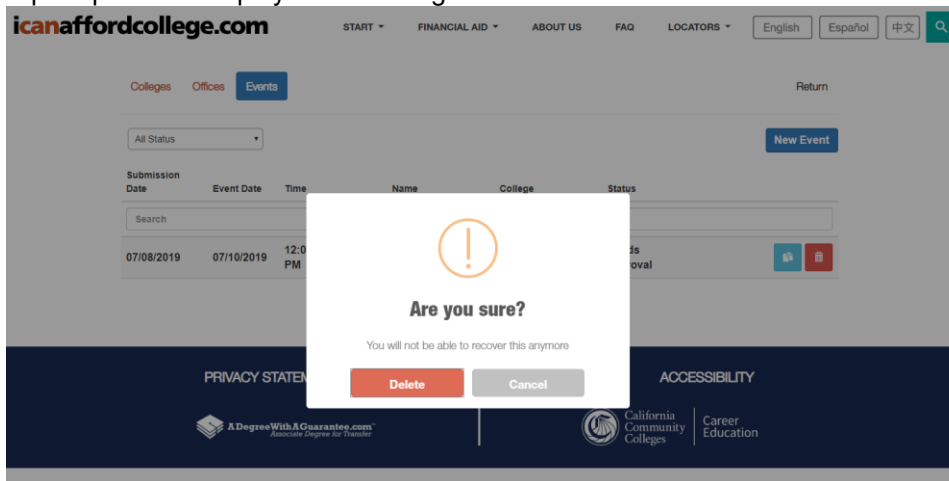
Building or campus area

Event Actions: Delete

1. To delete an event, select the red trash can icon.



2. A prompt will be displayed confirming the delete action.



Edit Campus Details

1. To edit campus details, select the yellow edit icon.

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Colleges Offices Events Return

College	Address	Contact Email	Officers
Search College			
Test College	1102 Q Street, Sacramento, CA, 95811 9165551212 http://ccccc.edu	eresting1102@gmail.com	1

2. Review the college information and make any edits needed.

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Colleges Offices Events Return

Is this a Satellite location? Yes No

College Name
Test College

Address 1
1102 Q Street

Address 2

City
Sacramento

State
CA

Zip
95811

Contact Information

Email

Note: Any edits will be submitted for approval to the I **Can** Afford College program manager.