

icanaffordcollege.com

Instructions for Posting Financial Aid Events on the "I Can Afford College" Website

Note: If this is your first time posting and you need a username and password for your campus, please send an email to Amanda Joy Davis, at amandajdavis10@gmail.com, with your name, campus, email address and phone number.

Please go to www.icanaffordcollege.com/campus-admin and enter your username and password.

To add a new event, scroll down and click on "Manage Workshops" on the bottom right of the website under the "About Us" column.

Click on "New Workshop"

Fill out the event name, description, college name, start time and end time.

Fill out the location (i.e. the name of the campus), room number, address, city, state, zip code and phone number.

The "Publish Date" is the date you would like the event to be active on the Web site (usually the date you submit the event). The "Expire Date" is the date you would like the event to be removed from the Web site (usually the day after the event).

All of the information above is mandatory. Entering an email address and Web address are not mandatory, but are recommended. You do NOT need to enter http:// before typing in your Web site address.

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Please choose which languages your event will serve by following the instructions.

And lastly, be sure to click on "Update Event."

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Each time you create an event, a request for approval is sent to us, we will make any edits to the event description, if necessary, and will approve the content to go live on the Web site with in 24-48 hours of receiving the request. If there are any questions or concerns, we will contact you within 24-48 hours.

To see if your event has been approved, please visit www.icanaffordcollege.com/campus-admin after 24-48 hours of submitting your event. If there is a "True" under the "Approved" column, then your event has been approved and is live on the Web site.

To check your live event, go to www.icanaffordcollege.com/events, type in your zip code. Your campus should appear along with a list of any upcoming events. Click on the event and review the information to make sure it is correct. To make any edits to your event, go back to www.icanaffordcollege.com/campus-admin and click on the "Manage Workshops" on the bottom right under the "About Us" column. You can click the "Edit" bottom next to the event you wish to edit. Once you make edits, your event will go back through the approval process again.

Your event will appear in the "Events" section of the website here: <http://icanaffordcollege.com/events>. Once you click on "Workshops" you can enter the zip code of your events area to see if it has posted. Remember that the Event Name and Location will appear here so please provide accurate information for both.

If your event is not approved within 48 hours or you have any questions, please contact Amanda Joy Davis directly, at amandajdavis10@gmail.com.