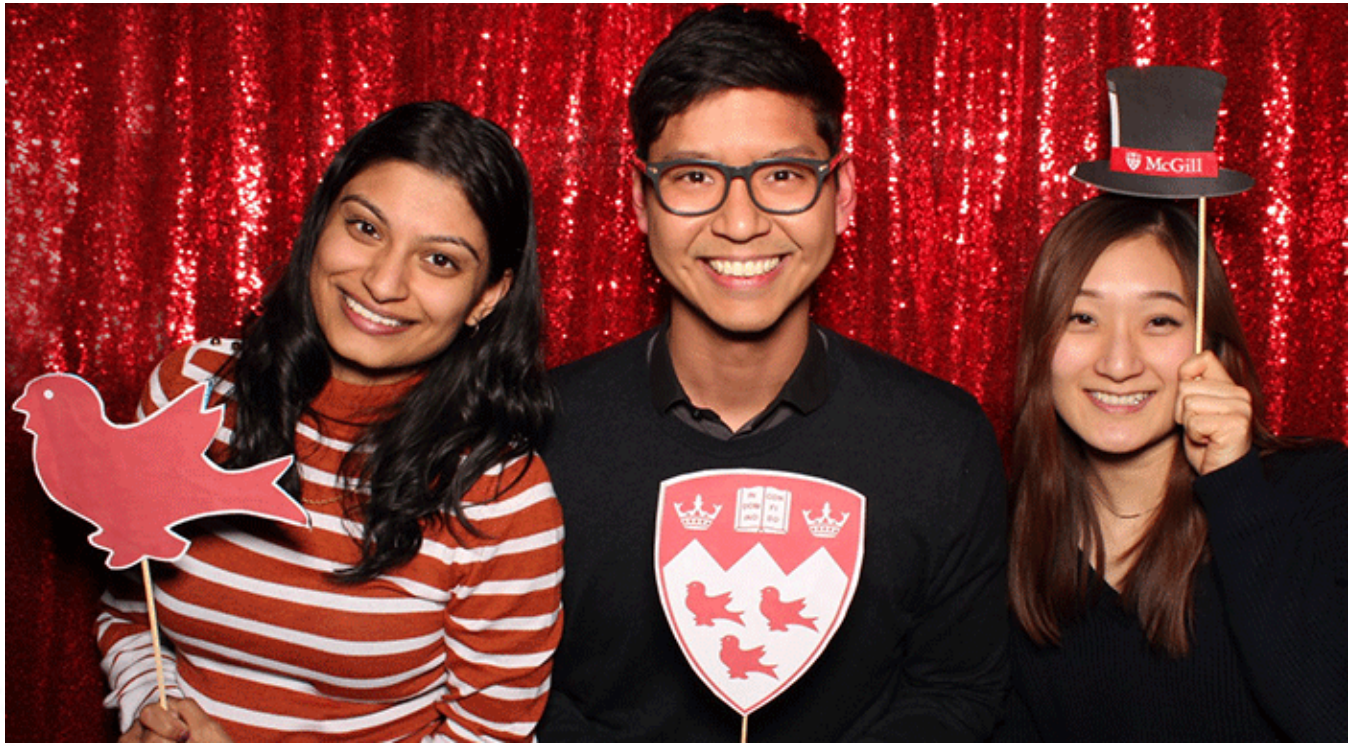
McGill Alumni Association

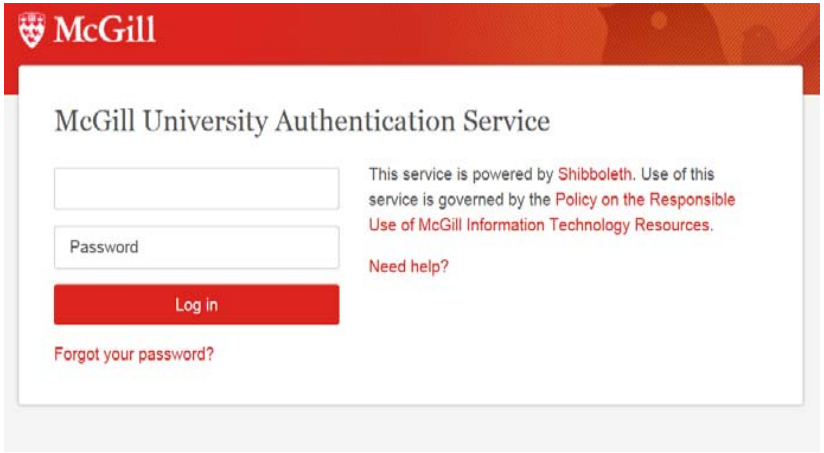
Volunteer Tool-Kit Instructions



Step 1: Login to the McGill Alumni website

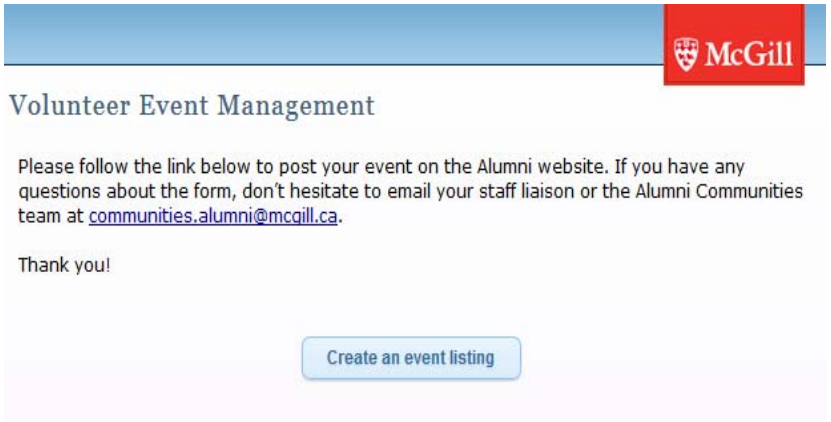
To access the Volunteer Tool-Kit please use the following link: https://www.alumni.mcgill.ca/broadcast/.
We recommend you bookmark it for quick access in the future.

You will have to log in using your mail.mcgill.ca email account. If you no longer remember the log in credentials, or if the account is no longer active, please email us at communities.alumni@mcgill.ca.



Step 2: Create an Event Listing

Once you are logged in, click on “Create an event listing.”
This will direct you to the “Event Publicity Request” window.



McGill Alumni Association

VOLUNTEER DETAILS
If your region is not listed in the drop-down menu, kindly contact the Alumni Communities Office at communities.alumni@mcgill.ca.

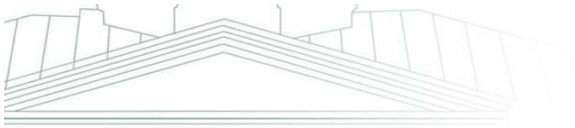
EVENT SET UP
Do you need McGill to take online registration for your event?
NO – best if you are not tracking registration details;
YES – see how many guests register and who they are.

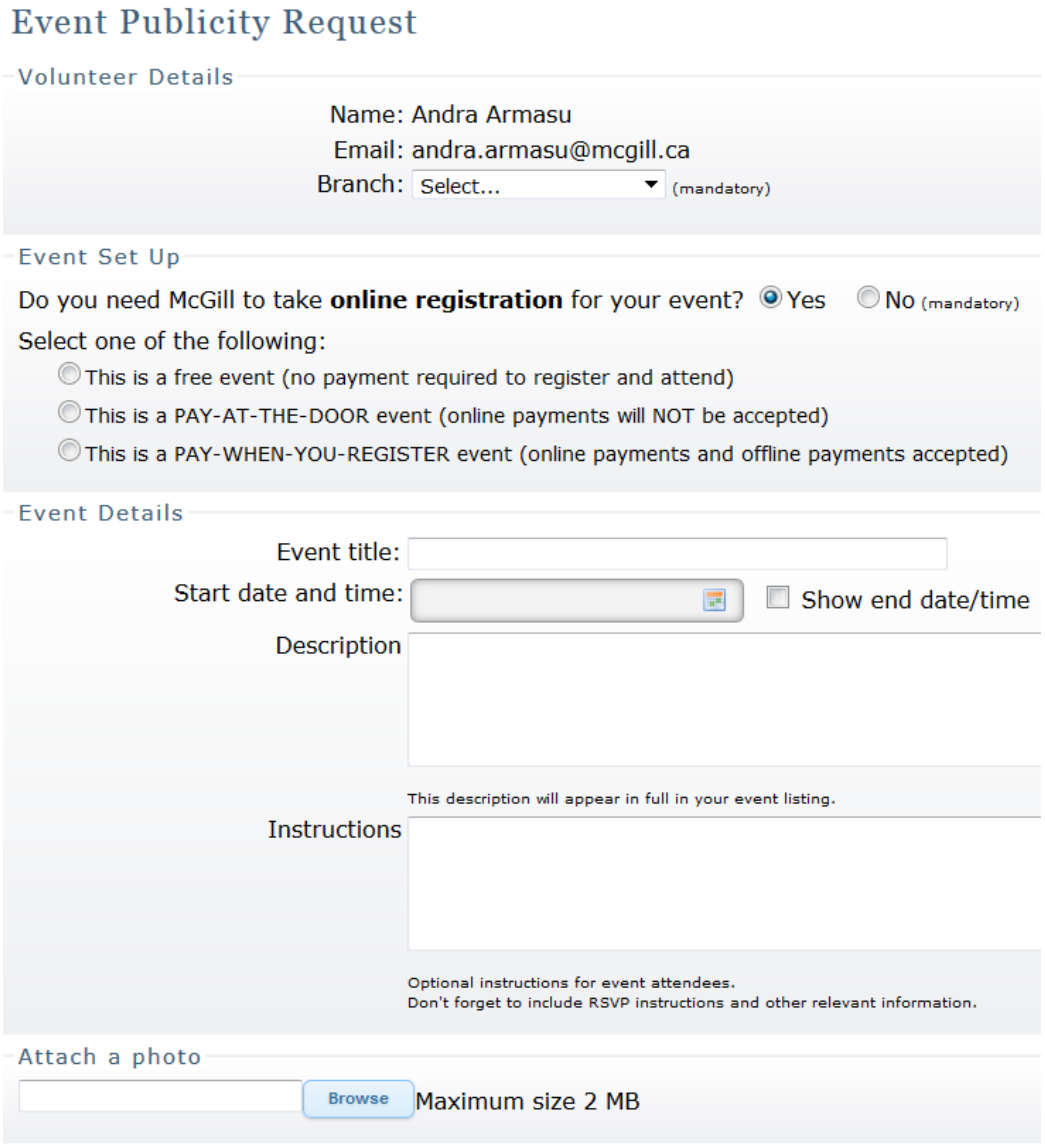
If you select YES, choose one of the following:
This is a free event (no payment required)
This is a PAY-AT-THE-DOOR event
This is a PAY-WHEN-YOU-REGISTER event (credit card payments)

EVENT DETAILS
Title - We recommend that you use a title which will give people a good sense of what to expect from the event. For example: "Pub Night at the Bedford in Toronto!"

Description - This is where you describe your event in full detail. Make it fun and interesting – the more appealing the event description, the more people will want to register.

Instructions - Any special instructions for guests are shared here, such as parking information or dress code.





ATTACH A PHOTO
Photos cannot exceed 2MB in size and must be in Jpeg format.

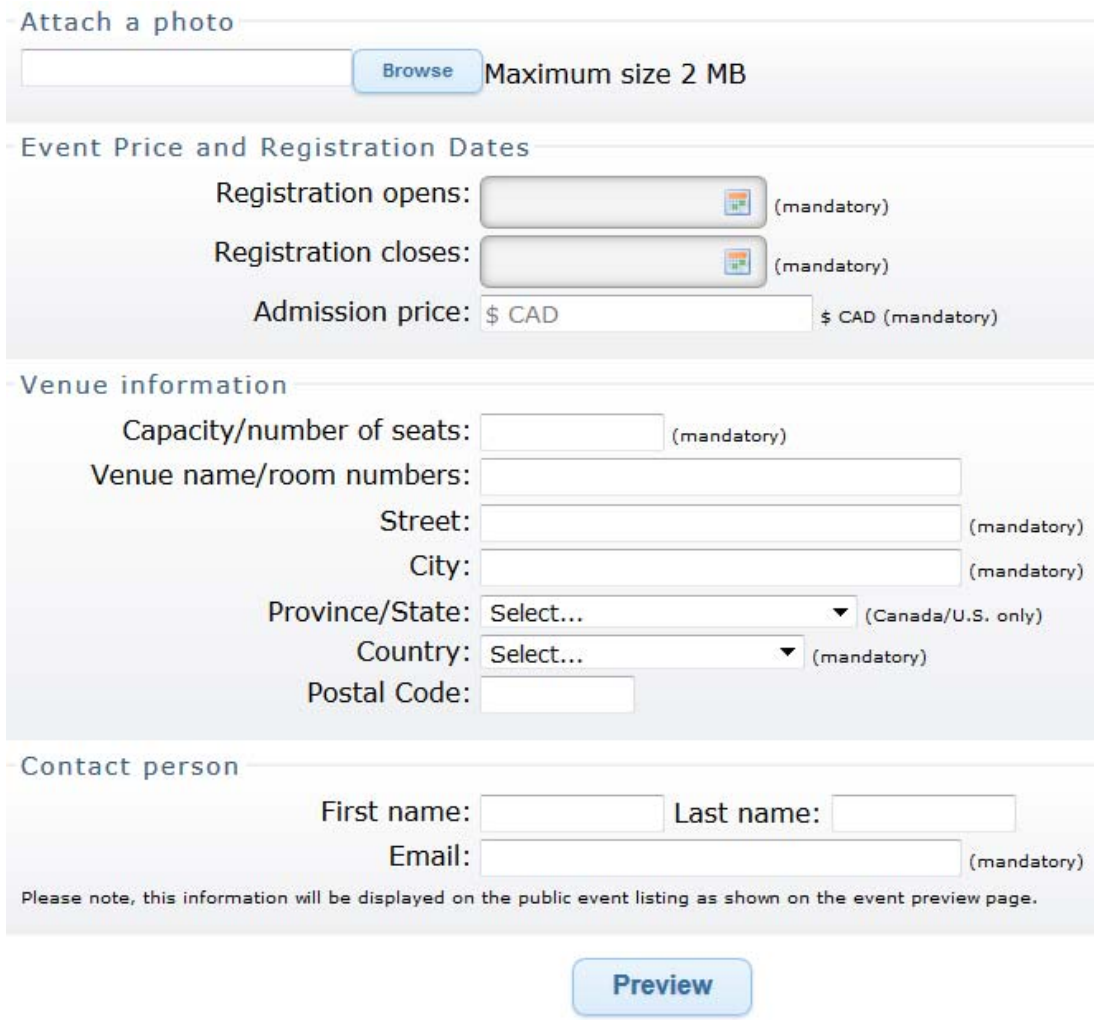
EVENT PRICE AND REGISTRATION DATES
This option only appears if you selected 'YES", McGill to take online registration, in the EVENT SET UP field.

Admission Price - Add the Canadian ticket price here. If you require the charge in a US/Euro amount, kindly email communities.alumni@mcgill.ca to make the adjustment.

VENUE INFORMATION
This option only appears if you selected 'YES", McGill to take online registration, in the EVENT SET UP field.

By completing this section, this ensures we don't oversell the number of available seats.

CONTACT PERSON
Full name and email address will be displayed on the public Alumni Calendar of Events. Therefore, please include only contact information you are willing to share with the general public.



Step 3: Preview the Event Listing

Click on the “Preview” button: this is what your event should look like now.
The Preview window allows you to review the details and the appearance of your Event Listing on the McGill Alumni website. If you need to make any changes, click on “Return to edit”. If your details are correct and you are satisfied with the appearance, click on “Submit event”.
If you click “Submit event,” you will be prompted one last time to confirm that you are satisfied with the listing.

This is a preview, don't forget to submit the event.

Submit event | Return to edit

Event Details

Import event: iCalendar Subscribe

Holiday Celebration with special guest Prof. Gil Troy

General information:

Description: Come mix, mingle and hear those sleigh bells jingle with your alumni peers at the highlight event of the year brought to you by the McGill Alumni Association of Boston!

Join us December 14th for an elegant and lively holiday party at the stylish Georgetown Pub with special guest, Professor Gil Troy. An American presidential historian, Prof. Troy is the author of eleven books. He has appeared on most major networks in the US and Canada, including being featured on both CNN's and National Geographic's multi-part documentary series on the 1980s. A graduate of Harvard College and Harvard University, a former chairman of the McGill History Department, he has repeatedly been designated by Maclean's Magazine as one of McGill's most "popular professors."

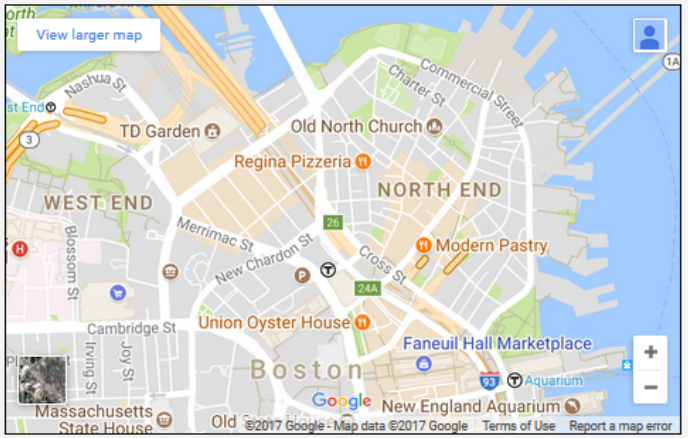
Toast to the holiday seasons and, for those who like presents, there will be raffle prizes a-plenty!

Details: Hors d'oeuvres will be served and a cash bar will be on-site.

Street parking available.

Date/Time: Thursday, December 14, 2017 6:00 PM to 8:00 PM

Location(s): Georgetown Pub, 1821 Mahogany Street
Boston, Massachusetts, 02113
U. S. A.



RSVP/Pre-Register: November 1, 2017 to December 7, 2017

Admissions: General **FREE** 0 # of tickets

add to basket

Contact: • Andra Armasu
Email: andra.armasu@mcgill.ca

Step 4: Event promotion

The Alumni Communities office is notified each time a volunteer submits an event request. It usually takes up to two business days for the event to be published on the Alumni Calendar.

You will receive an automated email message with the link to the event, which we then encourage you to share on social media.

The event will then be automatically included in the bi-weekly *McGill in My Ville* bulletins – so it is very important that you submit your request the Friday before, at the latest.