



## How to Post an Event to YPC's Community Event Forum

1. First of all, you must be a member to have the benefit of posting events. It is very easy to become a member – [click here](#) to get started!
2. Log in to the website using the email and password you used when setting up your membership (top right corner)
3. Click on or hover mouse over "Events" on the top navigation
4. Click on "Community Events Forum" on the drop down menu
5. There are several categories of events: philanthropy, professional development, etc. Please click on the category that best fits your event
6. Click on the button "Create Topic"
7. Pick a title for the event and copy and paste the text about the event in the body. The website provides a text editor if you want to change colors, font, add a photo, etc.
8. Click the button "Create"
9. You're done!

These event forums are for YPC members to post their community events. YPC is not responsible for the content of these forums, and does not in any way endorse or sponsor any of the listed events.

If you have any further questions, please don't hesitate to reach out to our VP of Operations at [VP\\_Operations@YPColumbus.org](mailto:VP_Operations@YPColumbus.org).