



TheBible4Life Project - 2011

www.thebible4life.org (public site)

www.thebible4lifededication.org (Christadelphian site)

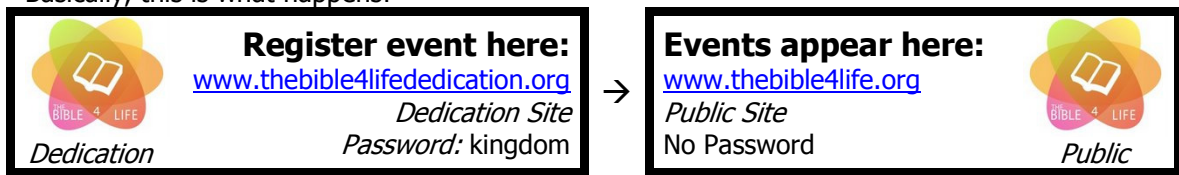
Registering An Event

The success of this project will depend on how well we work together as a community and this is a place where you can start.

The committee have worked hard to produce an online registration mechanism for events taking place under 'TheBible4Life' banner.

You have to register on the **dedication site** and then this beams the event across to the **public site** for members of the public to view.

Basically, this is what happens!



*There will be a **48 hour delay** between registering an event and it appearing on the public site. We are checking all details for bogus events and duplication of events.*

Step by step guide:

1. Go to the following link: <http://www.thebible4lifededication.org/events.htm>
2. Log in with the password: [kingdom](#)
3. Enter details under the fields provided.
 - Event name:** think about the public perception. E.g. try not to use words like 'Fraternal'!
 - Start date:** If it is a one day event this is easy! For week long events just put the **first** date here.
 - Event Location:** The country is carved up into the 'CALs preaching areas'. If you are not sure which one your event would register under, check the front of the CALS diary under **Org. 2 - Org.11** where main cities are listed for each area.
 - Other Details:** This is crucial.
 - i. All days and timings **MUST** be included.
 - ii. Think: 'What would I want to know?'
 - iii. Post code
 - iv. Email of organiser
 - v. Telephone
 - vi. Booking details (if necessary)
 - vii. Disabled access
 - viii. Crèche facilities
 - ix. Loop system
 - x. What ever is relevant to your event... E.g. 'The mayor will open' etc.
4. Check all details.
5. Click: Submit event
6. Check on the public site in about 48 hours:
www.thebible4life.org/countrywide_events.htm

'TheBible4Life'committee/Jan2011

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