

## Wing Website Event Submitter Instructions:

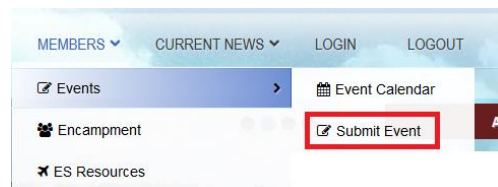
V1.2 Revised 6/11/19

Open the wing website ([www.cawgcap.org](http://www.cawgcap.org)) in your browser (IE, Chrome, Firefox, Safari) as you normally would.

Click the LOGIN button on the menu bar and enter your CAP email credentials



From the MEMBERS menu, select **Events, Submit Event**



You will be presented with a form that allows you to enter the Title, Category, Description, Location, Contact and any Extra Information relevant to the event.

If necessary, you can click on the Calendar button to enter a specific time for your event.

When you are satisfied with your entry, select Save and Close to send it for review.

**Note: Be sure to pick the correct category (GP1, GP2, etc.) so that your calendar request is routed to the appropriate individual for approval.**

If your event is approved, you will receive an email indicating so.

