



CHILD PASSENGER  
SAFETY ASSOCIATION  
OF CANADA



L'ASSOCIATION POUR  
LA SÉCURITÉ DES ENFANTS  
PASSAGERS DU CANADA

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## How to Add, Edit, or Delete a CPSAC Event

1. Log in to your CPSAC account.
2. Navigate to MEMBERS → News,updates, events → Events: Add New, View, Edit, or click here once you are logged in: <https://www.cpsac.org/events/community/list>

### ADD NEW:

- a. Click blue ADD NEW box. **Tip:** if you are logging in on a phone or tablet turn the device sideways to view more options more easily.
- b. **EVENT TITLE:**
  - *Example:* Car Seat Clinic - Huntsville, ON
  - *Example:* CPST Training - Winnipeg, MB
  - *Example:* Baby Show - Penticton, BC
  - *Example:* Recycling and Seat Check Event - Shubenacadie, NS
- c. **EVENT DESCRIPTION:** Describe your event in paragraph form. **Include contact or registration info in the body of the email** as many people miss that further down the page. You can hyperlink website or email addresses by highlighting and then clicking a symbol that looks like an infinity symbol or chain link. To unlink anything done in error click on it, and then click the similar symbol with the line through it to break (or unlink) the text.
- d. **EVENT TIME AND DATE:** Choose event start and end times. You may prefer to choose “all day event” and list specific start times in the body of your event. It is best not to choose recurring events - they tend to display oddly on the calendar. If your event is split over several days just choose the first day for the time/day and list all of the times/days in the body of the event instead.
- e. **EVENT IMAGE:** Upload an image to go with your event (optional). Find graphic requirements and templates at <https://www.cpsac.org/members/graphics-style-guide/>. **Make sure that the vertical dimension is no more than 500 pixels.** Many programs have resizing tools. Resize before you upload.

- f. **EVENT CATEGORIES:** Choose events, and/or clinic, and/or training as appropriate (but you can only choose one at a time). This means if someone sorts by those categories your event will appear.
- g. **EVENT TAGS:** Event tags aren't often used but feel free to add any that are relevant. They may assist with anyone searching for an event.
- h. **VENUE DETAILS:** Add venue details. If it's a place you've used before you should find it on the list, otherwise add a new one and include the full address. **Make sure there is a postal code included.** Choose to have it display the Google map for the location (map link is optional).
- i. **ORGANIZER DETAILS:** Add an organizer, typically yourself. The organizer must be a CPSAC member.
- j. **EVENT WEBSITE:** Add an event website (if applicable). This could be an organization's website, or a Facebook link. Leave blank if you don't have an event website.
- k. **EVENT COST:** Add event cost. Enter 0 or leave blank if it is free.
- l. **SUBMIT EVENT:** click the blue SUBMIT EVENT button to submit the event to the CPSAC site. A notification email goes to CPSAC.

#### **EDIT EVENT:**

- a. Navigate to MEMBERS → News,updates, events → Events: Add New, View, Edit, or click here once you are logged in: <https://www.cpsac.org/events/community/list>
- b. Your UPCOMING EVENTS are displayed. Click Edit.
- c. Make necessary changes.
- d. Click blue SUBMIT EVENT button at the bottom. A notification email goes to CPSAC.

#### **DELETE EVENT:**

- a. Navigate to MEMBERS → News,updates, events → Events: Add New, View, Edit, or click here once you are logged in: <https://www.cpsac.org/events/community/list>
- b. Your UPCOMING EVENTS are displayed. Click Delete.
- c. Confirm deletion.