



Posting Club Events

We are excited to offer **AANR Affiliated Clubs and Resorts** the opportunity to promote their events on www.AANR.com. The AANR Website has a lot of web visitors and offers an excellent way to help get the message out about all the amazing events you have planned in your club.

This User Manual will provide a step-by-step guide how to request a Login to the platform and how to create a new event post.

1) This opportunity is limited to AANR Affiliated Clubs and Resorts (Landed & Non-Landed). As such, the Create Events area on the AANR website is password protected.

Step #1: <https://www.aanr.com/request-login-to-upload-club-events>

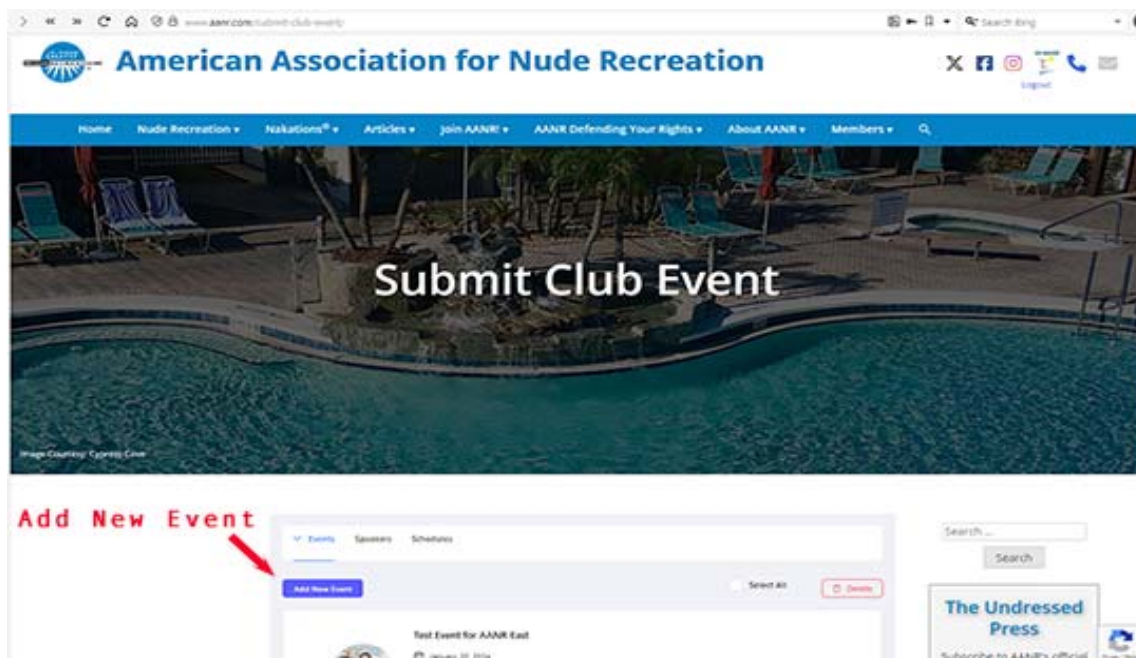
If you are affiliated with the club you wish to post events for, please Submit the form on the page linked above to **Request a Login** and you will be contacted the next business day. If you are approved to create Club Events on AANR.com, you will receive a Password which you will use to login to the Create Events section.

2) When you are ready to post an event click: <https://www.aanr.com/submit-club-event>

Once on the Submit Club Event page >> Click the **Login link**

In the Login box that appears, use the email you used in the request form and the password AANR sent you.

3) Once you login you will be redirected back to the same page where you now find the Create Event Module enabled to begin creating your event where you will click the **Add New Event** button highlighted below.



- 4) a. Event Title => Prepended with Club Name: (i.e. **Sunny Resort: Bare Buns Spring Dance**).
- b. Event Content: Details about your Club Event. (Hint: Use some [descriptive adjectives](#) to add energy)
- c. Add Images including the **Event Featured Image** and a **Banner Image**
- d. Select which **AANR Region** your club resides.

The screenshot shows a web interface for creating an event. At the top, there are navigation tabs for 'Events', 'Speakers', and 'Schedules'. Below this is a 'Back To Events' button. A progress indicator shows 'STEP 1 OF 3' with the first step selected. The main heading is 'General Info'. The form is divided into several sections:

- Event title:** A text input field containing 'i.e. Sunny Resort: Bare Buns Spring Dance'.
- Event content:** A rich text editor with a toolbar (Normal, Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo) and a text area containing 'Add Event details here', 'Use the styling options above to styleinze text', and 'Add a web-link to your site'.
- Add Images:** Three upload boxes for 'Upload event logo:', 'Upload feature image:', and 'Upload banner image:'. Each box contains a '+' icon and the word 'Upload'.
- Select the AANR Region:** A section with 'Add New Category' and 'Add tags:' labels. Below are two search input fields: 'Search Category' and 'Search tags'.
- Add social links:** A section with an 'Add' button.

5) Add Event Dates and Times

Events Speakers Schedules

[Back To Events](#)

STEP 2 OF 3

Event Info

Add Date(s) and Times:

Start and end date	Start and end time	Registration Deadline
<input type="text" value="Start Date"/> → <input type="text" value="End Date"/>	<input type="text" value="Start Time"/> → <input type="text" value="End Time"/>	<input type="text" value="Select deadline"/>

Add Club Name & Address:

Location Type	Full Address	Timezone
<input type="text" value="Enter Full Address"/>	<input type="text" value="Event location"/>	<input type="text" value="New York"/>

Schedule

Organizer	Speaker
<input type="text" value="Select organizer"/>	<input type="text" value="Select Category"/>
Select Schedule Type	Event external link
<input type="text" value="Schedule With Speaker"/>	<input type="text" value="Event external link"/>

Virtual Product

Register event as WooCommerce virtual product and let WooCommerce handle it's behavior.

Limited tickets

Enable limited ticket. Set ticket stock from ticket variation.

[Previous](#) [Next](#)

6) Submit Event:



Events Speakers Schedules

Back To Events

STEP 3 OF 3

Event Info

Enable Google Meet

Recurring Event

Event FAQ's

Previous Submit

Example of Final Result:

The screenshot shows the website header for the American Association for Nude Recreation (AANR). The main navigation bar includes links for Home, Nude Recreation, Nakations, Articles, Join AANR, AANR Defending Your Rights, About AANR, and Members. The featured event is titled "Test Event for AANR East" under the "AANR East Region" category. The event details include the date "20 Jan 2024" and the location "Solar Recreation Club 65 1/2 Ferns Rd Woodstock, CT 0625".

Annotations on the screenshot include:

- Date:** A red arrow points from the text "Date" to the date "20 Jan 2024".
- Location:** A red arrow points from the text "Location" to the location "Solar Recreation Club 65 1/2 Ferns Rd Woodstock, CT 0625".
- Banner Image:** A red arrow points from the text "Banner Image" to the top image of the event listing, which shows a swimming pool.
- Featured Image:** A red arrow points from the text "Featured Image" to the main image of the event, which shows a group of people in a pool.
- Event Time:** A red arrow points from the text "Event Time" to the time "Time : 1:00 pm - 3:30 pm".
- Event Details:** A red arrow points from the text "Event Details" to the text "This is a Test Event for AANR East." and the "Club Website" button.