Interested in running an APECS Event?
If you are interested in running an event for your fellow APECS members, follow the instructions below on how to submit your event details.

1. Login via this link: [https://www.apecs.org/login](https://www.apecs.org/login) (found on the top right hand side of every apecs.org website page), entering your Username and Password provided when you became an APECS member.

2. From the main navigation, select ‘Events’, ‘Submit Event’ (this option is only displayed once you are logged in).

3. Enter the detail as described beneath this image:
4. Title: type the name of your Event.
5. Category: already prefilled with ‘APECS Proposed Events – Register your Interest
6. Thumb Image: If you wish to illustrate your event, create a jpg image on your computer with the dimensions 200px x 115px at 72 dpi and upload by pressing the Browse button, locating the image on your computer
7. Location: select a Location from the dropdown location box. If your location does not yet exist, click the ‘Add New Location’ button to display the following popup window: enter the name, address, latitude and longitude coordinates separated by a comma eg 51.092369, -0.711760 which can be found on https://www.latlong.net/. Click Submit.

Add/edit location

8. Event Start Date: enter start date in format: eg 01-01-2020 or click on the calendar icon and select month/day.
9. Event Start Time: use drop down for hours and minutes to determine the start time of your event.
10. Event End Date: enter end date in format: eg 01-01-2020 or click on the calendar icon and select month/day.
11. Event End Time: use drop down for hours and minutes to determine the start time of your event.
12. Price: if the event is Free, enter 0 (zero). If a set price (GBP), enter value eg 15
13. Short Description: enter a short description of your event. This is displayed on the Proposed Events summary screen.
14. Description: Repeat the short description and then follow this by more detail. (This fuller information can be accessed from the summary screen of the event by clicking the ‘Detail’ button.)
15. Verification Code: follow the Google Captcha instructions to show that you’re human.
16. Submit/Cancel: the blue Submit and Cancel buttons are shown at the top right hand of the screen – click Submit to complete the creation of your event.

17. On completion of your event submission, the APECS web administrator will approve your event details, whereby you will then be able to view your event on the following page: APECS Proposed Events - Register Your Interest (https://www.apecs.org/apecs-events-register). You will receive an email to confirm the submission of your event and when your event has been published.