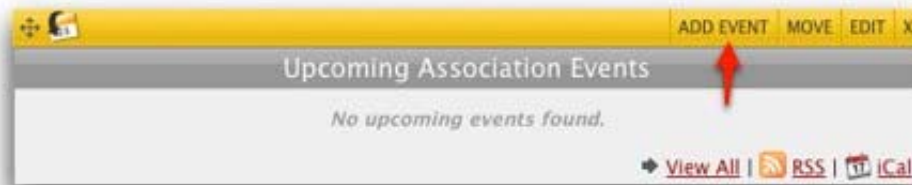


This article is also available for viewing online at <http://support.ngin.com/questions.php?questionid=62>

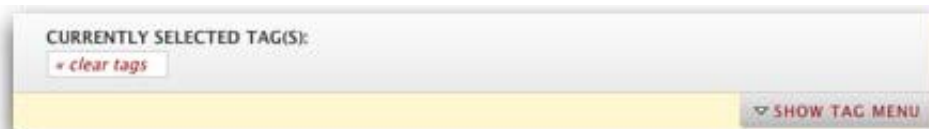
How do I add an Event to an Aggregator?

Adding an Event to an Aggregator:

1. In the upper right corner of the Aggregator element, click on **Add Event**



2. Click **show tag menu** and select each page that the event relates too. You will only be able to select teams and level pages within the website. (ex. If you have an event for the 17's and 18's teams, check both team pages)



3. Give the event a Name (Scrimmage)
4. Add a description if you would like (bring both color jerseys)
5. Add a location if you would like (City Center, Ct. 1)
6. Add a Location URL (ex. put in the URL to the City Center or Google Maps)
7. Choose the Date of the event
8. Check all day event or select the start/end times. If there is no set end time, keep the Start and End times the same.
9. Click **Create this Event** – You will now see the event is on the main calendar and if you go to appropriate team/level pages, you will see the event displayed on their aggregators.

****It does not matter where you create an event, it will show up everywhere that is set to display that tag. (If you create an event for the Club Events in one aggregator, it may show up on another aggregator that has been set to display club events).**

The tagging system is for your parents/players/friends, etc. They will be able to create their own News Reel and Calendar (top navigation buttons) using the Tag Menu. A parent can create a "custom calendar" by selecting the tags that fit their family (They have a daughter that plays for 17-1 and one that plays for 18-2. They can create a custom calendar or news reel to only display the items that apply to them).

**You have the ability to add an event from an Event Aggregator OR from the Main Calendar page.*