

## HNBA ONLINE

### Submitting an Event to the HNBA Calendar

Step 1 – Click HNBA Calendar.

The screenshot shows the HNBA website homepage. At the top, there are three main sections: "MESSAGE FROM HNBA PRESIDENT", "UPCOMING EVENTS", and "HNBA NEWS". The "UPCOMING EVENTS" section features a "MEET THE CANDIDATES" banner for the 2018-19 HNBA Board of Governors. Below this, there are dates for the July 12th, 2018 Board of Governors Meeting and the September 3-8, 2018 HNBA Annual Convention. A red arrow points from the "UPCOMING EVENTS" section to the "HNBA Calendar" button in the navigation bar at the bottom of the page.


Step 2 – Click Submit Event.

### HNBA Calendar

The screenshot shows the HNBA Calendar page. At the top, there is a search bar and a date selector set to "07/12/18". A red arrow points from the date selector to the "Submit Event" button. Below the navigation bar, the page displays "Events from Jul 12th". There are four event cards visible:

- HNBA Board of Governors Meeting - Charlotte, NC**: Fri Jul 13th - Sat 14th. HNBA Board of Governors Welcome Reception July 12, 6:00 pm - 7:30 pm EST Hosted by K&L Gates LLP, 214 N Tryon St, Charlotte, NC 28202, USA.
- Poder25 - Chicago, IL**: Thu Jul 19th. SAVE THE DATE! DATE July, 19, 2018 The Poder25 initiative aims to increase the number of Baker & McKenzie LLP, 300 E Randolph St. # 5000, Chicago, IL 60601.
- 2018 HNBA Annual Convention - Philadelphia, PA**: Wed Sep 5th - Sat 8th. SAVE THE DATE! 2018 HNBA Annual Convention Date: Sept. 5-8, 2018 Location: Marriott Philadelphia, PA.
- 2019 HNBA Corporate Counsel Conference & Moot Court Competition - Albuquerque, NM**: Wed Mar 20th - Sat 23rd. SAVE THE DATE! 2019 HNBA Corporate Counsel Conference & Moot Court Competition March.

Step 3 – Fill out the event form and click check and submit.

To submit an event to our calendar just fill in this form  [Check and Submit](#)

### HNBA Calendar

Your Name

Your Contact Email

Private notes for the calendar owner (not shown with your event)

Event Title

Keywords/Tags (comma separated)

Event Image

Step 4 – Review your submission and either click Submit Event or Go Back to Editor if changes need to be made.

Check and Submit [Submit Event](#) [Back to Editor](#)

Submitted By  
Erika Lopez-Tello (elopeztello@hnba.com)

Event Details

## TEST

Thursday, July 12th 2018, 9:00am EDT

Location  
1020 19th Street NW

Step 5 – Submit a new event or click Finish.

Check and Submit [Submit Event](#) [Back to Editor](#)

Submitted By  
Erika Lopez-Tello (elopeztello@hnba.com)

Event Details

## TEST

Thursday, July 12th 2018, 9:00am EDT

Location  
1020 19th Street NW

Thank you! Your event was submitted

It will appear in the calendar after approval by the calendar's owner

[Submit a similar Event](#) [Submit a new Event](#) [Finish](#)