

LSRPCA EVENT SET UP INSTRUCTIONS

1. SET UP EVENT IN CLUB REGISTRATION IF NEEDED THERE. EVENT CHAIRPERSON RESPONSIBILITY. LINK: <https://clubregistration.net>
2. SET UP EVENT ON LSRPCA FACEBOOK GROUP'S EVENTS PAGE WITH COMPLETE DETAILS. EVENT CHAIRPERSON RESPONSIBILITY. LINK: <https://www.facebook.com/groups/lsrcpa/events/>
3. SEND AN E-MAIL TO COMMUNICATIONS CHAIR TO LET THEM KNOW THAT THE EVENT IS NOW SETUP IN CLUB REGISTRATION AND ON FACEBOOK. EVENT CHAIRPERSON RESPONSIBILITY.
4. PUT EVENT ON THE LSRPCA EVENTS CALENDAR PAGE. COMMUNICATIONS CHAIRPERSON RESPONSIBILITY. LINK: <https://lsrcpa.com/events-calendar/>
5. PUT EVENT ON LSRPCA GOOGLE CALENDAR. COMMUNICATIONS CHAIRPERSON RESPONSIBILITY. LINK: <https://lsrcpa.com/events-calendar/#googlecalendar>
6. SHOULD THE EVENT DATES OR OTHER SIGNIFICANT INFORMATION CHANGE, THE CHAIRPERSON SHOULD UPDATE THE LSRPCA FACEBOOK GROUP'S EVENTS PAGE.
7. SEND A MESSAGE TO THE COMMUNICATIONS CHAIRPERSON NOTIFYING THE EVENT DETAILS HAS CHANGED.