

## Jewish Federation Community Calendar Instructions

**PLEASE NOTE:** Before posting anything to the Community Calendar, check the date and make sure there will not be a conflict with another event.

- Go to [www.fedwebpreview.org](http://www.fedwebpreview.org) and log in. (It may prompt you to reset your password.)
- YOU WILL CLICK ON THE LITTLE TINY ARROWS NEXT TO THE TITLES TO MAKE THE DROPDOWN LISTS APPEAR. Click the arrow next to News and Events you will see “Calendar.” If you have your own profile below, find it. If you don’t, go to the end of that line and click on the last icon, which looks like a pencil. It will say “Edit” when you hover over it.
- Click “New Event.”
- The form is self-explanatory. Fill in all the fields with a red asterisk.  
**(Important: Please put the name or abbreviated name of your organization before the event name in the first Title Field, e.g. Menorah Manor Volunteer Luncheon.)**
- When you click on the start date, a calendar will pop up. Select date and time for the start date. You must select a time after the date.
- Contact and location are required. If your name and location do not show up in the search, you must enter them manually. To do so, click the plus signs. Fields with a red asterisk are required.
- In the “Body” box, you have options for a link and a photo. If you need help with these options, give us a call and we will walk you through. (Hint: A photo in the “body” box reproduces easier than using the “Main Image” button. Therefore, refrain from using the “main image” button.)
- Do not use “Social Options.” However, one or two weeks before your event, send us an email – maximum 140 characters, a photo/art (JPEG) and a link if you have one – and it will posted to the Federation Facebook page and added to the e-newsletter.
- Don’t forget to click the “Save” button at the bottom.
- Do not use the Cost/Registration tab. This is for Federation use only.
- Under the Settings tab, click comments to off and save.

Please call or email **Lucé Piccin** at the Federation office if you need assistance:  
**Main # 727-530-3223, Direct # 727-333-3103, Email [luce@jewishpinellas.org](mailto:luce@jewishpinellas.org).**



The Jewish Federation®  
OF PINELLAS & PASCO COUNTIES, FL

THE STRENGTH OF A PEOPLE.  
THE POWER OF COMMUNITY.

## List of Tags for the Jewish Federation Community Calendar

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- Open to All
- Free
- Closed
  
- Women
- Men
- Children
- Young Adults
- Young Families
  
- Camp
- Celebration
- Community Service
- Conference
- Cultural Event
- Discussion
- Event
- Fundraiser
- Holiday
- In Residence
- Interfaith
- Lecture
- Meeting
- Mission
- Philanthropy
- PJ Library
- Recreation
- TOP
- Torah Study
- Women's Philanthropy
- Workshop
- YAD

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