

## **HOW TO ADD YOUR EVENT TO THE ASGPP EVENTS CALENDAR**

American Society of Group Psychotherapy and Psychodrama

Dear Members of the American Society of Group Psychotherapy and Psychodrama,

Welcome to the instructions page for adding events from your practice to the [www.asgpp.org](http://www.asgpp.org) events calendar. This feature should support your work and events as this calendar is a space to share information with all other members, what you are offering, at any given time.

To start, **you must log into your website account** at: <https://asgpp.org/my-account/>. Please enter your username (your username is most likely your email address) and password.

\* If you do not remember your password, click on “I forgot my password” and you will be redirected to a page where you will be asked to enter your email address. After you enter and submit your email, you will receive a link in your email which will take you to a new page to create a new password.

Once you are logged in, as an active member of American Society of Group Psychotherapy and Psychodrama, you can then feel free to enter your event(s) to our events calendar.

To do this:

1. Go to <https://asgpp.org/event-calendar/>.
2. Choose the date of your event (for example, June 1st). After choosing the date, go just below the calendar and then click on the button that says **“Add My Events to ASGPP Calendar!”**
3. The next page that opens will ask you for the following details of your event:
  - a. Event Title.
  - b. Presenter Name & Credentials.
  - c. Start & End Date/Time.

- d. Time Zone for your Event.
- e. Event Link – here you can place a link to wherever you would like participants to register for your workshop, whether it's via your website, a Google form, a mailing list, etc. OR you can provide a direct Zoom link to the event.
- f. Description – you may expand here in more depth, what your workshop entails.

3. After you enter all of that data, **do not forget to SUBMIT your event.**

Immediately after submitting, your event will be visible on the American Society of Group Psychotherapy and Psychodrama events calendar.

Thank you for being an active member of the ASGPP and contributing to making the world a better place.