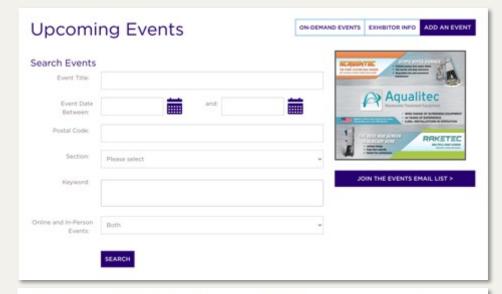


## **SCHEDULE IN-PERSON EVENT**

- Go to the Events page <u>events.cwea.org</u>
- 2. Click "Add an Event"
- 3. Log-in to <u>cwea.org</u>
- 4. Type in as much info as you know. Leave the registration link blank, we'll provide this for you later.
- 5. In the description be sure to list meal options or any options you'd like us to set-up as part of registration
- 6. Provide your contact info
- 7. Click submit
- 8. CWEA Member Services will get back to you and help you set-up registration for your live event



	Please enter all the information below. Once done, CWEA will review and notify you if they have any questions.
Event Title:	I .
	Required
	One bax must be checked
it with CWEA HQ	
cal Section Event Listing	
tner Event Listing	
Event Image:	Drag & Drop a file here or click on the folder

## SCHEDULE A LOCAL SECTION WEBINAR

- To schedule a webinar email Nick Bailey, CWEA's
   Online Education Manager <u>nbailey@cwea.org</u>
   Nick will send you a checklist to prepare for your webinar and help set it up in the CWEA system
- Webinar pricing (based on the length of webinar)
  - 1 hour webinar = \$25 members / \$35 non-members
  - 2 hour webinar = \$50 members / \$70 non-members
  - And so on
- Revenue split options include:
  - 50/50 Revenue Split
  - Partially Subsidized
  - 100% Subsidized
- Webinars are recorded and will appear on OWEN w/in 7-10 days

