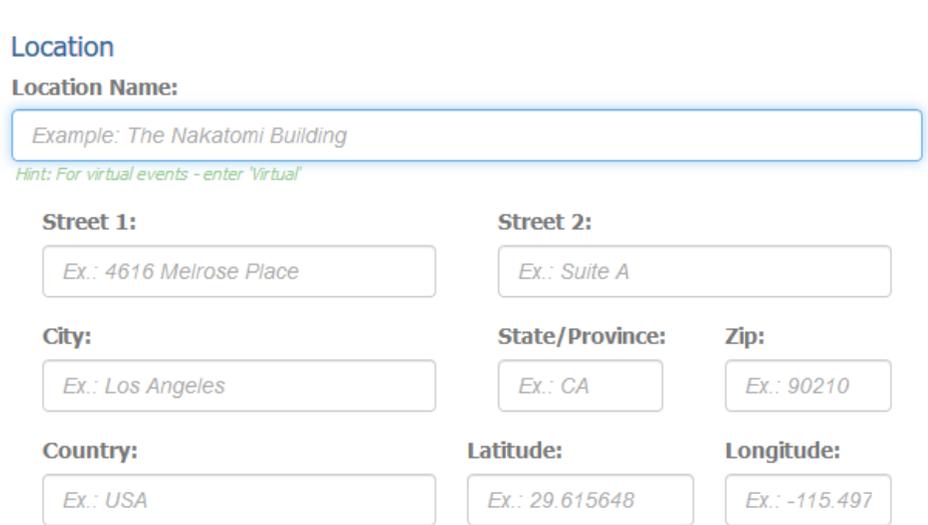


AlumniMagnet Adding a Virtual Location to an Event

When creating a Virtual Event (webinar, Zoom discussion, etc.) please follow the instructions below to have the “location” show up accurately on the Event Widget.

1. In event parameters, scroll to the Location portion of the information:



Location

Location Name:

Example: The Nakatomi Building

Hint: For virtual events - enter 'Virtual'

Street 1: Ex.: 4616 Melrose Place

Street 2: Ex.: Suite A

City: Ex.: Los Angeles

State/Province: Ex.: CA

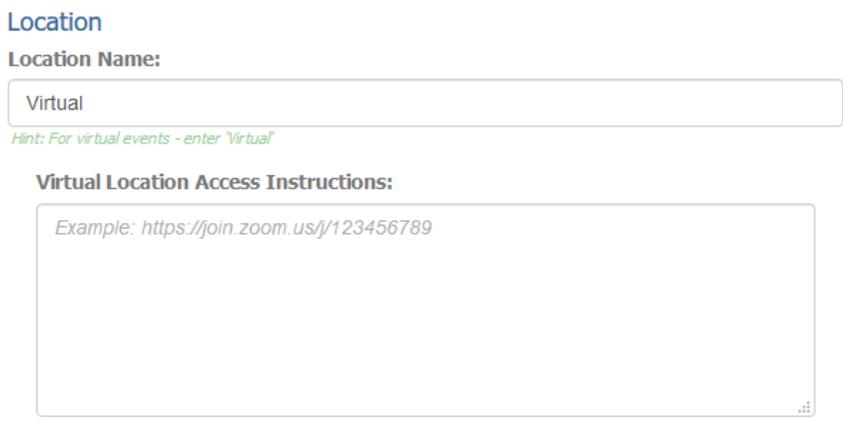
Zip: Ex.: 90210

Country: Ex.: USA

Latitude: Ex.: 29.615648

Longitude: Ex.: -115.497

- 2.
3. In Location Name, type “Virtual”
4. The textbox will then automatically switch from an address form to an open textbox to provide instructions to registrants:



Location

Location Name:

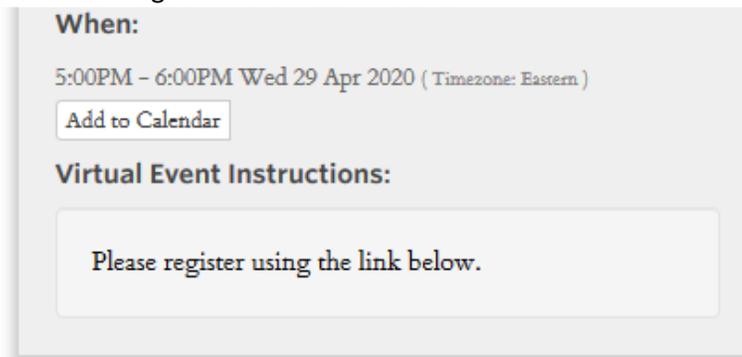
Virtual

Hint: For virtual events - enter 'Virtual'

Virtual Location Access Instructions:

Example: <https://join.zoom.us/j/123456789>

5. When you’re ready to publish, make sure the article topic is Events, and click publish.
6. The event widget will then look like this:



When:

5:00PM - 6:00PM Wed 29 Apr 2020 (Timezone: Eastern)

[Add to Calendar](#)

Virtual Event Instructions:

Please register using the link below.