

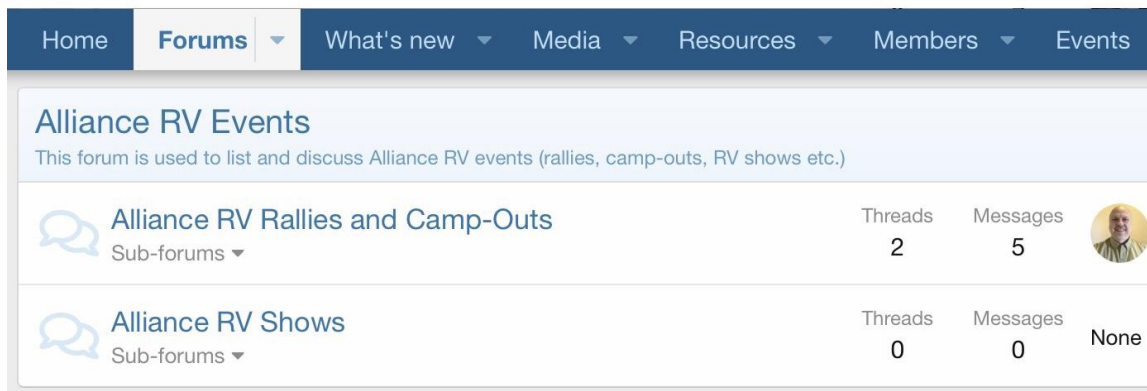
Alliance Event Thread How-To

Version / Updated: v1 (very drafty) / 31-Oct-2021

This document is for anyone who's plans to host an Alliance RV related event (Rally, Camp-Out, Meet-and-Greet, RV Show etc) and would like to advertise the event on the Alliance RV Owners Forum.

Creating an Event Thread is very much the same as creating any new discussion thread. The one difference is that when the Event Thread is created in an "Event sub-forum" (see image below), some additional thread fields become available that can be quite useful to the Event Host.

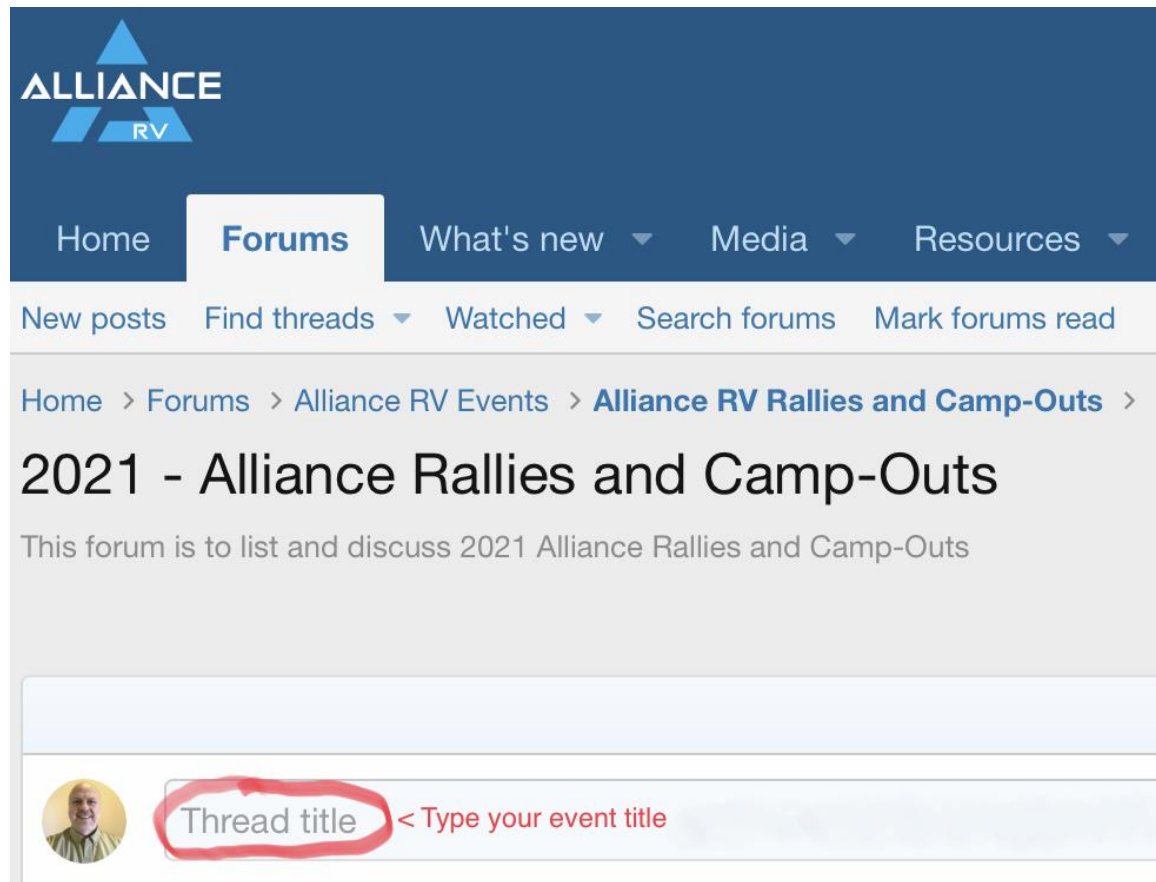
www.alliancervowners.com



Steps to follow to create an Event Thread

1. Log into the forum at www.alliancervowners.com, using your forum username and password
2. Click Forums from the Navigation Bar at the top of any forum screen. Scroll down the Forums page to the Alliance RV Events section. Click on the Event type forum applicable to your event - usually, RV Rallies and Camp-Outs. Click on the sub-forum for the calendar year your event will be held in
3. In the Thread title box that appears (image below), type in the title for your event. An example of a practical rally thread title could be: North Texas Rally - Santo,

TX - October 7-9, 2022





4. Once you begin typing, the thread Discussion Message section will appear. When you're done typing the Event thread title, click in the Message area.
5. At this point, there are 2 options you may choose from.
Path A: Use some or all of the Custom Event Fields to enter the details of your event and optionally, use the Message area above the Custom Event Fields to describe your event or even put your agenda there versus the agenda field.
Path B: Use only the Message area to add all details about your rally and ignore all the custom fields.
For Path A, you will need to expose the custom event fields to your message. Do this by clicking the More Options button (see image below) in the lower-right corner of your message



A number of of custom event fields will appear below your message (see image

below)

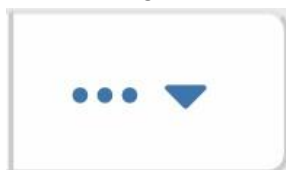
Event Type:	<input type="text"/>
Event Name:	<input type="text"/> (Ex: Texas Rally, Minnesota Camp-Out, Michigan Meet-and-Greet...)
Start Date:	<input type="text"/> 
End Date:	<input type="text"/> 
Venue Name:	<input type="text"/>
Venue Contact:	<input type="text"/>
Venue Phone Number:	<input type="text"/>
Venue Email Address:	<input type="text"/>
Venue Street Address:	<input type="text"/>
Venue City:	<input type="text"/>
Venue State / Province:	<input type="text"/>

6. Use any or all of the custom thread fields. Only fields you've added data to will appear in your saved thread. No blank custom field names will appear in your saved thread
7. When you've added all that you can to your Event thread at this time, click the Post thread button above and to the right of your message (image below). Your thread is now saved and is live on the forum in the sub-forum you selected. You may go back and edit your thread at anytime to make updates, corrections etc.

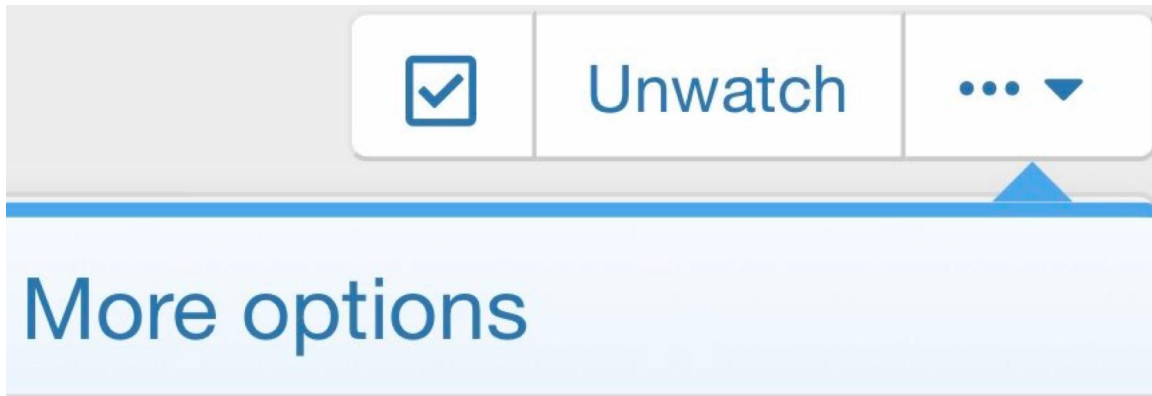


Steps to follow to add your event to the Events Calendar

1. After you've posted your Event thread, just above and to the right of your thread, look for and click on the More Options menu button - 3 dots and a drop-down arrow (image below).

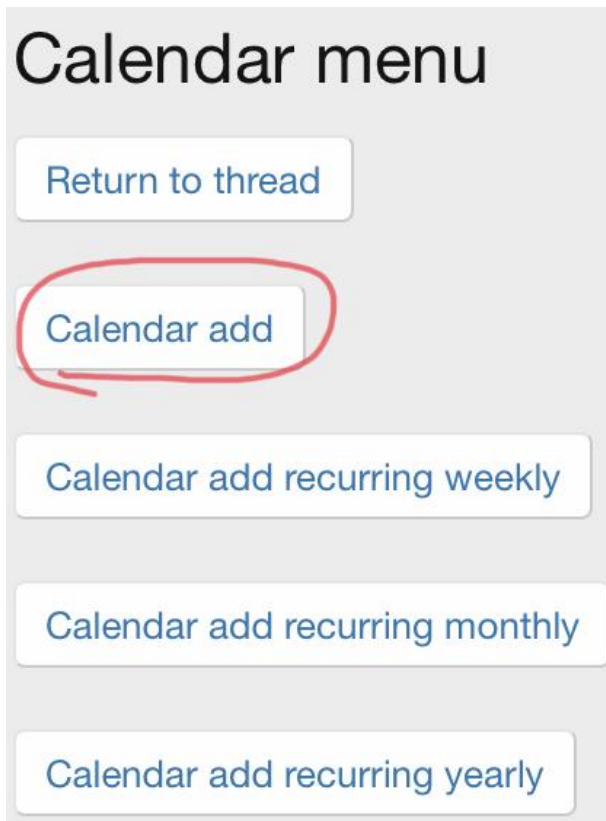


2. From the More Options menu, click on Calendar menu (image below)



Calendar Menu

3. From the Calendar menu, select Calendar add (image below)




4. From the Calendar add menu, add your Event's start and end dates. Be mindful of the year as the calendar defaults to the present year. Change years by scrolling to the right through the months until the correct month/year appear, then select the correct day

- Once you've added your Event's start and end dates for the Events Calendar, complete the process by clicking the Calendar add button (image below)

Calendar add


[Return to Calendar menu](#)

Event date:



Select event date.

Event end date:



Optional.

Calendar add