

Adding Local Events to the May 4 National Walk-Ins Event Page on Action Network

For AFT affiliates:

- Locals should add the events taking place in their districts, and make them be sponsored by your Action Network group.
- If you do not have an Action Network group, or if you need help, email actionnetwork@aft.org

For NEA affiliates:

- If you are using Action Network already, add the events taking place in your district and make them be sponsored by your Action Network group.
- If you do not yet use Action Network, or if you need help, email Robyn Swirling at rswirling@nea.org.

For merged affiliates:

- If you are using Action Network through AFT or NEA, add your events and make it sponsored by your group.
- If you are not using Action Network already, email rswirling@nea.org.

For groups that are not part of AFT or NEA:

- Create your event using the instructions below. If you are not already using the Action Network, you will be prompted to create a (free) account in the process of adding your event.

For any questions not addressed within, email rswirling@nea.org. Action Network also has a great help section, at help.actionnetwork.org.

Instructions for adding events:

- Go to the May 4 event page on Action Network:
https://actionnetwork.org/event_campaigns/walk-in-for-the-schools-our-students-deserve
- To add an event, first enter your zip code and click the Search button. Make sure there isn't already an event at your desired location. If your desired location is listed as a Suggested Location under the search results, you can click to host an event there. If there is no event at your location, and nothing suggested, skip to the next step.
- Click the blue Click to Host button. Read the guidelines. Give your event a title (formatted as "Public School 123 Walk In for Public Schools"), and add the time of the event.
- Click the red link to "host an event at the location of your choosing."
- Insert the location information. Location Name should be the name of the school, or you may make it some other gathering place. Provide the street

address for your event. This must be a valid street address (not an intersection, or name of a park) so that it shows up properly on the event map.

- In the Host Information box, you can provide an email address and/or phone number for attendees to contact you. This is optional.
- If you'd like, edit the event description to reflect what your event will look like – what should people be prepared to do? Are there particular policies you're protesting, or a reason you're doing the walk in at this school? Let people know.
- Use the drop down menu under Sponsored By to add your Action Network group, if you have one – this is super important to make sure the data from your walk in ends up in the right spot. You may choose to click the Remove Creator button, to remove yourself as an individual from showing up on the event.
- Click the blue Save and go to next step button at the bottom of the page.
- On the thank you page, you'll see space to put in attendee instructions. If there's anything else you want attendees to know, put that here. Click the Save & Publish button.

Optional steps after adding your event:

On the event management page (where you land after creating your event), you'll see several tabs in the middle of the page. This is how you can customize what people see after RSVPing to your event.

- Click the Response Options tab.
 - You'll see a box with an email auto-response. You can edit this email to have your own message, so attendees are hearing from their actual host, not just a form message. Make sure you also change the reply-to email address to be your own email (or one that you monitor) so that you get any responses that come in.
 - Scroll to the bottom, and you'll see a checkbox to receive notifications. If you want to receive an email every time someone RSVPs to this event, check the box, then enter the email address(es) that should receive the notification.
 - Click the Save button at the bottom of the page.
- Click the Sharing Options tab.
 - On the thank you page, people are given the option to share information about the event on social media. Here, you can change the text that will pop up for them to share on Facebook and Twitter if they choose to share. Edit this to include your own message.
 - Click the Save button at the bottom of the page.