**WELCOME TO THE HOW-TO FOR SUBMITTING**

 **your CONTENT to the CDCDA website**

1. Hit the blue **CLUB** button at the top of the CDCDA website home page (www.communitydance.org)
2. At the very bottom of the page click the **Member Content Submittals** Tab. 
3. Click on the appropriate box for the event or announcement that you would like to add to the website.
4. Fill in all the boxes with your info. Any box marked with a red \* is a required field.
5. To upload your poster or pictures click on the **Choose File** tab in the first box under Poster or Pictures.
6. Clicking the Choose File tab will open a place on your computer where you can find your documents/poster/picture. Click the document you wish to add and select the Open/Choose button, it will upload to the box.
7. To add another poster/document follow step 6 again but pick the next available box. Each poster/document must be in a separate box, (1 of 5, 2 of 5, etc.)
8. Once your information is completed and posters/pictures/files are uploaded hit the black **SUBMIT** box.
9. You’re done! We will take care of the rest. ☺ Changes may take up to 48 hours to appear.