

## NCEF Guide to Using the Money Smart Week Website

### To register as a partner, check whether you are a partner, or retrieve a forgotten password

- To register as a partner, go to [http://www.moneysmartweek.org/partners\\_signup](http://www.moneysmartweek.org/partners_signup)
- If you aren't sure whether you registered as a partner before OR if you have forgotten your password, go to <https://msw.nationbuilder.com/login>
  - Scroll down to the boxes for email address and password; Enter the email address you think you used.
  - Click "Forgot your password" underneath the Sign in with Email button. You'll get an email to re-set it. If you don't get an email, check your Spam/Junk folder. If it's not there, it means that you hadn't registered under that email address. You'll need to sign up as a new partner.

### To log in and log out

- **Log in:** At the VERY top of the screen on the right side, click LOGIN. If the log in screen doesn't open, scroll all the way to the bottom of the screen on the left side. Click the small LOGIN box beside the Facebook, Twitter, and YouTube icons.
- **Log out:** Scroll to the VERY bottom of the screen, beneath the MSW logo on the right side. Click LOGOUT.

### To enter an event:

- Before you go to the website to enter your event:
  - Write a concise, clear, appealing title for your event. **Titles cannot be edited once an event is entered.**
  - Decide who will be the contact person for the event. If an event involves more than one MSW partner, decide who will enter the event and who will be the contact person (they do not have to be the same). Have the phone # and email address at hand. **Contact info cannot be edited once the event is created.**
- Log in as a partner. Go to [moneysmartweek.org](http://moneysmartweek.org) if the site doesn't take you there.
- Click on the Events tab at the top of the screen.
- Click on "Start an Event." Wait for the screen to refresh (be patient)
- Look for a large box in the right half of the screen with the words "START AN EVENT". If you see something else – like a map of the US or a list of events – scroll down to the bottom of the page for the "Start an Event" box. Click on the words, "Start an Event."
- Enter the info for your event
  - **Visibility:** If your event is open to the public, select Public. For closed events, such as events in a school classroom or at a specific employer, select Private.
  - **Title:** State clearly what the program is about and if it is for a specific audience. Example: *Why Credit History Matters for a Retiree*. Use standard title capitalization, i.e., capitalize the first letter of each important word.

- **Event Description:** Enter a short description of what participants will learn. If registration is required (or preferred), list the URL and/or phone # for registration.
- **Start date/End date:** Public events should take place between Saturday, April 21 and Saturday, April 28. Private events can take place anytime during the month of April.
- **Maximum capacity:** This information is not required. Most meeting rooms have a maximum # of people who can be seated. It's OK to guess at this number.
- **Event type:** Choose Classroom, Fair, or Webinar. Most MSW events are classroom events.
- **Topic:** Choose the topic that is the best fit for your program. You can choose only one.
- **Language:** English is checked by default. If you will be presenting in another language, check the appropriate box.
- **Enter the contact info for the event:** This is usually the person entering the event, but not always. For example, the presenter might enter the event but someone at the host site (such as a program coordinator at the host library) is the best contact person. This person will receive automatic reminders to enter attendance after the event.
- **Sponsored by:** List both your business name and NAPFA Consumer Education Foundation, as well as any other entities involved in the event. For example: a mortgage broker who is co-presenting with you or a library that is hosting the event. *Use a comma to separate the names of multiple sponsors – and avoid using a comma within the name of a partner.* Example: LLCs often have “,LLC” at the end of their business name. Omit that comma. Otherwise, “LLC” will be listed as a separate sponsor!
- **Contributing partners:** Leave this field blank. For 2018, information entered here does not appear anywhere that is visible to the public.
- **Don't Publish Email Address/Don't Public Phone Number:** Contact information is usually visible to the public, both on the website and on any printed calendars that might be created by local planning teams. To hide that contact info, check these boxes.
- **Location:** Enter the name of the venue (such as Denver Credit - Union Main Branch), along with the street address, etc.
- **Click SUBMIT.** On the next screen, you will be offered the opportunity to share your event on Twitter and/or Facebook. You can decline this invitation.
- **You will receive an automatically generated email from Money Smart Week with the subject “Thank you for hosting.” Save this email.** It contains a unique URL for your event that you can use to advertise it. It also includes the URL you will use if you need to edit the event. Remember, titles and contact info are not editable.

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