



COUNCIL *on* FOUNDATIONS

Adding Events to Philanthropy Currents

1. Create a new appointment in your calendar client (Outlook, Google, etc.).
2. In the **Subject field** for your event, include the name of your organization and the title of event (for example, Council on Foundations: 2013 Annual Conference).
3. In the **Location field**, enter the name of the venue and its address (for example, The Hilton Chicago, 720 South Michigan Avenue, Chicago, IL).
4. In the **Start and End time**, provide the local time of your event, including the appropriate time zone.
5. Provide a brief description in the body of the event and include the Contact Name, Number, and E-mail if registration is required, and the URL where the audience can get more information.
6. Add currents.secretary@share.cof.org as an invitee to your event and send.

To edit and/or delete your event, open it from your personal calendar, make changes, and choose to share the information with your invitees. For all other inquiries, please contact [Michelle Bermudez](#) (703-879-0627).

**Currents is designed for philanthropic events only. All entries subject to editing/removal at Council's discretion.*