

### How to Add a New Event

Select a date

Click on green +Add button

Enter title of event (remember to place market abbreviation first)

Select start/end date and time

Select your category

Click save

### What Type of Items to Include

Employee Engagements

Large Sponsorships

Speaking Engagements

Volunteer Opportunities

### Market Abbreviations

ARK

KAN

OKC

OMA

TUL

SV

ALL

### Address

<https://myaxisconnect.cox.com/communities/CRKSARPublicAffairs/Lists/Calendar/Calendar1.aspx>



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