



How To Submit Your QuickBooks Related Training Events to the IDNAC QuickBooks Training & Events Section

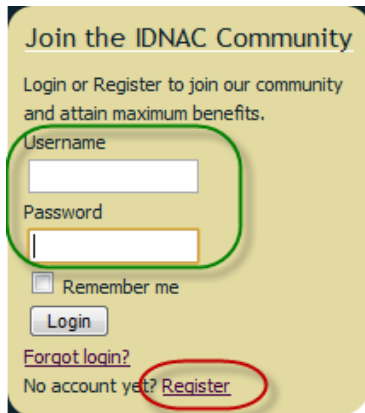
Are you hosting, sponsoring, or attending a live QuickBooks Training Event? Do you offer free or fee-based on-line training classes or webinars? Will you be exhibiting at an "Industry" specific trade show?

If you answered YES to any of the above, then you also know just how important it is to gain the maximum exposure for these events - without breaking the advertising budget to do so.

That's why we've included the ability to list your upcoming event on the IDNAC Community Website - FREE of charge.

You must be a registered member of the IDNAC Community and logged in to submit your event.

1. Login with your Username/Password or Register to become a member of the IDNAC Community



Once you have logged in, there are two ways which you can access the Training & Events section

2. From the Member Menu click the Submit QuickBooks Training Events link - which is a direct link to the Event Submission page.

Member Menu

- [How To Use the IDNAC Site](#)
- [Your IDNAC Community Profile](#)
- [Benefits for ProAdvisors](#)
- [ProAdvisor Product Success Story Template](#)
- [Benefits for Developers](#)
- [Developer Product Profile Template](#)
- [Submit an Article](#)
- [Submit a Web Link](#)
- [Submit QuickBooks Training Events](#)
- [Connect with Other Members](#)
- [IDNAC Logout](#)

OR from the Main Menu, click the QuickBooks Training & Events link - which opens a new page and will require one additional click on an icon - see below

- [Home](#)
- [About IDNAC](#)
- [ProAdvisor Resources](#)
- [Developer Resources](#)
- [SDK & IPP Resources](#)
- [QuickBooks Resources](#)
- [Industry Specific Resources](#)
- [QuickBooks Training & Events](#)
- [The IDNAC Community](#)
- [Community Forums](#)
- [Community Marketplace](#)
- [Newsletter Archive](#)
- [Links of Interest](#)
- [QuickBooks Tips from the Web](#)
- [Frequent Questions](#)
- [IDNAC News](#)
- [Privacy & Terms of Use](#)
- [Contact Us](#)

QuickBooks Training, Conferences, Trade Shows & Webinars

[Click here to add a new event](#)



Once you see the QuickBooks Conferences, Trade Shows & Webinars

heading you'll need to click on the "Submit New Event" icon



The Submit New Event Page is split into 4 sections (which we will cover individually below) Details, Repetition, Image, and Description.

3. **Details** - the details portion will look like the screen shot below:

Title - this should be the name (title) of your event. Titles can contain no more than 60 characters with spacing.

Details

Title:

Venue:

Category:

Date:

Enddate:

Time:

Endtime:

Venue - this is the location of your event. Click the Submit new venue button to display the following screen. Complete the required information as shown below. When completed click the Save button. Back at the Details window - select the venue you just created.

QuickBooks Training, Conferences, Trade Shows & Webinars

When you have entered all the information about the event Location - click the Save button.

Address

Venue:

Street:

ZIP:

City:

State:

Country:

Website:

Add a map link:

No

Yes

The "Add a map link" will give visitors an opportunity to view a Google map of the location

Category - assign your event to one of the following categories: QuickBooks Conferences, QuickBooks Training Classes, Free QuickBooks Webinars, Fee-based QuickBooks Webinars, or Trade Shows & Conferences.

Date - enter the beginning date of your event.

Enddate - enter the ending date of your event.

Time - enter the time for your event. Time is entered in hh:mm format.

Endtime - enter the time that the event ends. Time must be entered in hh:mm format.

4. **Repetition**: how often does this event repeat? Available options are:

Nothing - never repeats

Daily - repeats daily

Weekly - repeats weekly

Monthly - repeats monthly

Weekday - repeats on a specific day each month. For example the 3rd Tuesday of each month.

Repetition

Repetition:

repeating every . per month

By the end of:

5. **Description** - this is where you write an ad and/or description for your event. The description area includes familiar formatting icons. When you have finished the event description, scroll back to the top of the page and click the Save button.

Description

B *I* U ABC | | Styles Format

| | HTML

Type an ad and/or description of your event here.

When you are through, be sure to scroll back to the top of the page and click the Save button.

Path:

After you have successfully saved your event, it will be listed on <http://www.idnac.org/index.php/quickbooks-training-events.html>

QuickBooks Conferences



QuickBooks Conferences for Users and ProAdvisors.

**If you are sponsoring a live single or multiple day QuickBooks related conference please feel free to submit information about the conference here.*

[Show Events](#)

Events: [1](#)

Date	Title	Venue	City	State	Type
12.03.2010 -	Intuit's Love a Local	Sacramento's	Sacramento	CA	QuickBooks
13.03.2010 11.00 h - 06.00 h	Sacramento Business Event	Midtown Business District			Conferences


Fee-based QuickBooks Webinars



Find or submit information about fee-based QuickBooks Training Webinars.

**If you provide fee-based QuickBooks Training Webinars, please feel free to submit information here.*

[Show Events](#)

NOTE: If you find that you made a mistake after saving your event, click on the event name in the Title column and then click the Edit icon  Make the necessary changes and click the Save button.

Event

Title: Intuit's Love a Local Sacramento Business Event

When: 12.03.2010 - 13.03.2010 11.00 h - 06.00 h

Where: [Sacramento's Midtown Business District](#) - Sacramento

Category: [QuickBooks Conferences](#)

Description

California-based Intuit will host a "Love a Local Business" event in Sacramento, where residents passionately support small businesses. In a recent Intuit survey, 90 percent of the state capitol's

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