



## FREE Website for Associations of AZCOPS

### How to Sign Up For Your Website:

- 1) Go to [www.azcops.org](http://www.azcops.org), hover your mouse over “AZCOPS Members” and click on link “Association Website Sign Up & Help”
- 2) Sign up with the form provided
- 3) We will contact within 48 hours to setup your Association’s website
- 4) We will send you login information, steps on how to add an event and create/edit a post

### How to add your event to the shared calendar:

*If you have a website through AZCOPS, you do not need another username and password. If you choose not to have a website and ONLY add your local events, please follow the below steps.*

- 1) Go to [www.azcops.org](http://www.azcops.org), on the right hand side, sign in with your username and password
  - a. If you do not have a password, please navigate to “Events” and click on the bold link named, “Request Username and Password”
  - b. Fill out the form and we will get you access to the website so you may post to the calendar
- 2) Once in the admin portion of the website, on the left hand side, navigate to “Events” and click “Add Event”
  - a. Fill in the Title,(in the big box) fill in the description of the event and any links, scroll down and fill out the “Where”, which is the location of the event. Lastly, on the top right, fill out the “When”, which is the date and time of the event.
  - b. Click “Publish”, which is the blue button on the right side of the page. Your event is now published.

**FOR SUPPORT:** Please guide your questions to [webmaster@azcops.org](mailto:webmaster@azcops.org) or call AZCOPS Tech Team, Adam D Technology at (520) 762-7614

A handwritten signature in blue ink, appearing to read 'Adam D. Technology'.

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