How to Register Events Online

Each time you plan an event, you should register it on the FT Campaigns website. Here's how in three easy steps:

- 1) Go to <u>www.fairtradecampaigns.org</u>, log-in and click 'Your Campaign'
- 2) Next to 'Commit to Fair Trade Education', click on 'add'
- 3) Add your event!
- 4) Be sure to include your city & state so that your event shows up on the list: <u>www.fairtradecampaigns.org/events</u>

Commit to Fair Trade Education Add Edit Sponsor Fair Trade educational events and activities on campus and work with faculty to bring Fair Trade into the classroom.	
✓ Completed June 11th, 2014	
Pass Fair Trade Resolution Add Draw up a resolution that reflects the college/university's commitment to Fair Trade and pass it through the appropriate decision-making bodies for approval. Oof1	

