

Welcome to the New District Events Posting system.

This document should serve as your guide on Viewing, Posting, Editing or Deleting events into our **District and Club Events** on the District Website.

Let's get started.

First, visit our District Website at www.a15lions.org

Once there, look on the **menu bar** (to the left on most desktops, in the **menu list** in smaller format devices like phones and some tablets). For the purpose of this document, we will be using desktop examples to explain the process.

GO TO MAIN PAGE: www.a15lions.org

The screenshot shows the homepage of District A-15 Lions Clubs International. The header includes the Lions logo and the text "District A-15 Lions Clubs International Ontario, Canada". A search bar is located in the top right. The left sidebar contains a "Home Page" link and a "Lions Forum" link. Below these are social media links for Facebook and Twitter. The "District Events" link is circled in red, and a blue arrow points from it to the "District Events" link in the main content area. The main content area features the district name, the slogan "Lead to Serve, Serve to Lead", and contact information for the District Governor Linda Vinette and the Secretary. A section titled "From Around The District" contains a letter from A-15 LCIF Chair Lion Cheryl Bauman.

On the MAIN PAGE, click on the **District Events** item on the menu bar.

This will display the complete list of Current or Future Events. The list is displayed in date order, ascending with non-dated events at the top.

District A-15 Lions Clubs International
Ontario, Canada

Home Page | Events / Club

District and Club events listing

- [Add a New Event](#)
- [Edit Existing Events](#)

27 rows selected.

Date	Event Name	Zone Club	Contact	Contact Email	Flyer / Poster
0000-00-00	Paradise & District 7 PM Tuesday Bingos	51W Paradise & District Lions	Mark Koenig	bingo@paradiselions.ca	BingoPosterSmall.pdf
0000-00-00	GAS DRAW TICKETS	37W St. Marys Lions	Lion Rob Stuart	stuart_rob44@gmail.com	
2025-11-11	Remembrance Day Ceremony	51W Paradise & District Lions	Paradise Lion Members	paradise@a15lions.org	Remembrance.jpg
2025-11-13	Virtual Orientation Workshop (Zoom)	A-15 District Lions	PDG Garry Ransom	gmt@a15lions.org	
2025-11-14	Euchre and Ham Dinner	51E South Wellington Community	Denis Vinette	dvinette@denisvinette.org	Euchre_Night_Nov_14_Cancelled.jpg
2025-11-14	Light the Park Draw	37W Exeter Lions	Tom Hartai	tom.hartai@outlook.com	569415868_1285474876952596_3342530235976960709_n.jpg
2025-11-15	Craft Show	9C Dundas Lioness	Lion Jodi	jodi_cliff@hotmail.com	2025_Dundas_Lioness_Craft_Show_poster.jpg
2025-11-15	KW Santa Claus Parade	9E Lions Club of Kitchener	Kitchener Lions	kitchener@a15lions.org	Ready_to_help_Santa.png
2025-11-15	Bottle Drive (Nov. 15)	51E South Wellington Community	Denis Vinette	dvinette54@gmail.com	

This page shows the event **Date, Name, Zone, Club** (or **District** if a District event), **Contact, Email** and **Flyer/Poster** if supplied.

If you click on the **Event name**, you will be shown the event details including any included image/poster/flyer.

District A-15 Lions Clubs Intern... x +

a15lions.org/pages/Events/Detail?event_id=38

YouTube Maps ceci My groups 10.5.22 Marketing P... Inbox (2) - dvinette... All Bookmarks

Lions Forum
beadonor.ca
Find us on Facebook
Follow @lionsmda15

District Events
Convention
Cabinet Meetings
Zone Meetings
Upcoming Events
Meeting Calendar
Lions Canopy
Booth Displays
District Newsletters
District History
In Memoriam

GMT/GLT/GST
Membership
Leadership
Service
Marketing

Lions Programs
Lions Foundation
LCIF Canada
Memorial Forest
Environment
Diabetes
Mental Health
Sight & Hearing
Gift Of Life
LEO Clubs
Lions Quest
Peace Poster
Youth Programs
Youth Camp
Outgoing Exchange

Administration
District Cabinet
District Committees
District Clubs
District Publications
Accessibility Resources

Event Detail Display

Click on the **Event Name** if you wish to edit or clone/duplicate, then edit this event

Exeter Lions [Light the Park Draw](#)

\$7500.00 in guaranteed cash prizes. Tickets \$5.00 each.
1st Prize - \$5,000.
2nd Prize - \$2,000.
3rd Prize - \$500.



Poster or Flyer for the Event - 569415868_1285474876952596_3342530235976960709_n.jpg

- Go to [Add a new Event page](#)
- Go to [Edit all Events page](#)
- Go back to [List Events page](#)

As indicated, you can then return to the **List of Events page**, **Add and new Event** or go to the **Edit All Events** page to select to update, clone or delete an event.

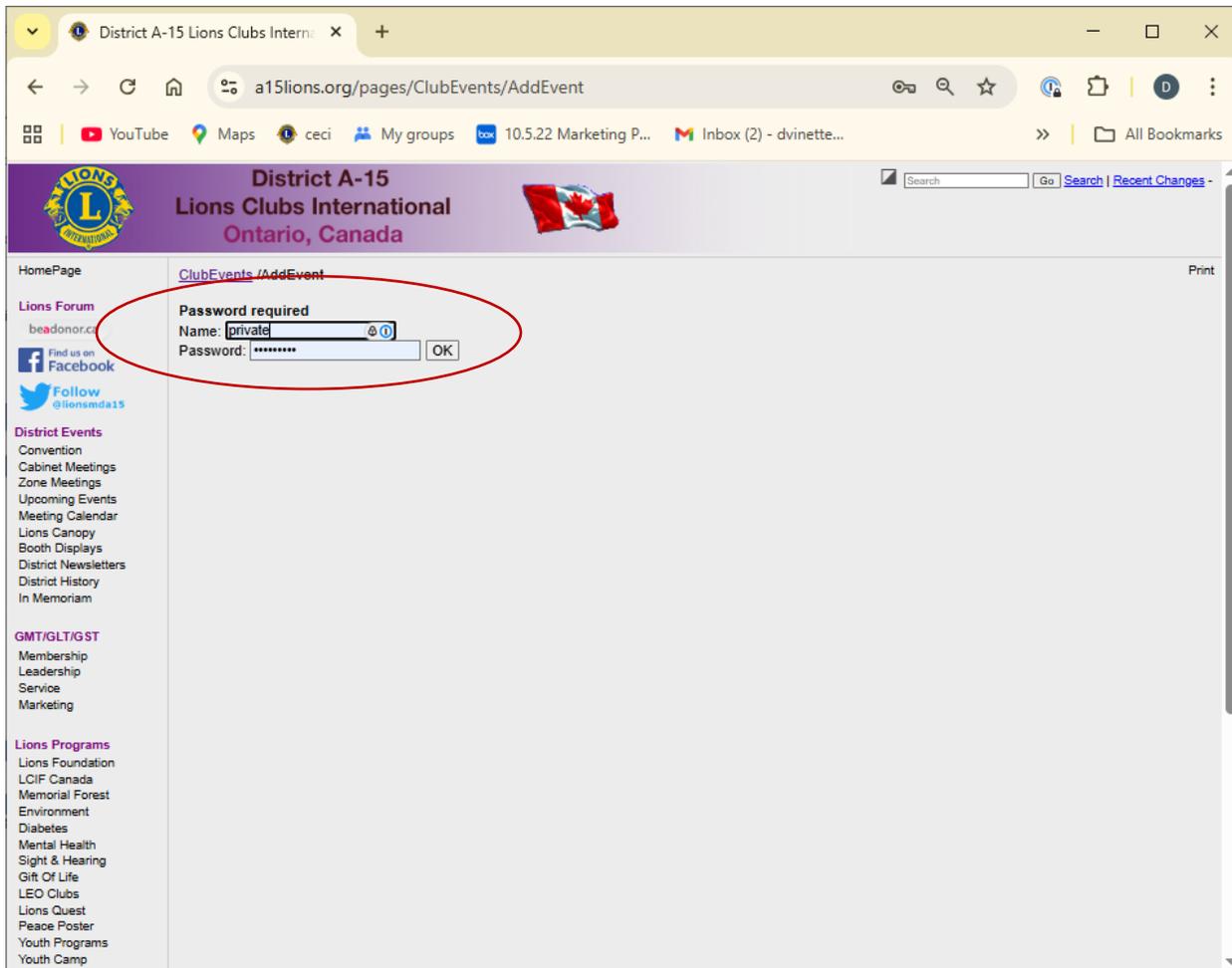
To ADD a new event.

To add a new event, click on any link that reads **“Add a New Event”**. When you do, one of 2 things will happen. If you are not already logged into the District A15 Site, you will be prompted to enter a user name and a password. This information has been sent to your club emails in 2 previous emails. As a member, you may request the password.

NOTE: This account is shared with all members of District A15. To ensure that any events that you post are not modified by another member, we strongly suggest the additional use of a passcode when entering events. This will be discussed in more detail on the next few pages.

MEMBER LOGIN SCREEN

Enter the district assigned username and password when asked. Click **OK** to proceed to a secure page.



The screenshot shows a web browser window with the URL a15lions.org/pages/ClubEvents/AddEvent. The page header features the Lions Clubs International logo and the text "District A-15 Lions Clubs International Ontario, Canada". A search bar is visible in the top right corner. The main content area displays a "Password required" login prompt, which is circled in red. The login form includes a "Name:" field with the text "private" and a "Password:" field with a masked password "*****". An "OK" button is located to the right of the password field. The left sidebar contains a navigation menu with categories such as "Lions Forum", "District Events", "GMT/GLT/GST", and "Lions Programs".

Once you have logged in, you will be taken to the Add a New Event Screen

NEW EVENT SCREEN

Now, this is where it gets interesting!

The screenshot shows a web browser window with the URL a15lions.org/pages/ClubEvents/AddEvent. The page title is "Create a New District Event, or Edit an Existing Event". Below the title, it says "Events to be displayed on Club pages, or the District Upcoming Events page, may be registered here." A red note states: "NOTE that the following (in red) are required: Event submitter name and contact email, Club name, Event name (Description / location / etc. if needed), Event contact." Below this, it says "To view and edit all events, visit the [EventEdit page](#)". The form itself is titled "Please fill in all required fields." and contains the following fields: "Submitter name:" (text input), "Submitter email:" (text input), "Submitter Passcode:" (text input with "(Event edit code)" in red), "Club Name:" (dropdown menu with "Select your Club" selected), "Event name:" (text input), "Description:" (text area), "Event date(yyyy-mm-dd):" (text input with "yyyy-mm-dd" and "Recurrence? None" dropdown), "Event time:" (text input with "AM/PM" and "Occurrences? 1" dropdown), "Event duration:" (text input with "(# hours or days)" label), "Event poster:" (checkbox with "(for event information: PDF/Image/Doc)" label and "Choose File" button), "Event contact:" (text input), "Event email:" (text input), and "Event deleted:" (checkbox with "[Check this to mark as deleted.]" label). At the bottom of the form are "Submit/Update" and "Clone" buttons. A red note at the bottom of the form states: "In order for the Event Submitter to later edit an event, 'Submitter Passcode' must be entered now, and provided at edit time. If optional passcode is not provided, edit will not be possible." The left sidebar contains various navigation links under categories like "Lions Forum", "WikiSandbox", "GMT/GLT/GST", "Lions Programs", and "Administration".

Step by Step approach to Adding a new Event.

- 1) Enter your name in the **Submitter name** field. This name will be used to contact you should we find any issues with the event posted.
- 2) Enter your **Submitter email** address. We will use this information if we need to contact you regarding this posting.
- 3) Chose a **Submitter Passcode**. This passcode allows you to secure your event posting against editing by anyone other than a person who knows the Passcode. IMPORTANT: If left blank, any person logged in will be able to edit the event. We recommend that you provide a Passcode for each event. It can be the same for all events you post but you should only share this with someone authorized to make changes to your post(s).
- 4) Select your **Club Name** from the dropdown list. HINT: Type the first letter of the Club Name to find it quickly.
NOTE: If this is a District wide event, such as training or other district activities, please select "**A15 District Lions**"
- 5) Enter your **Event Name**. It does not need to be lengthy as the next field will allow you to enter a more detailed description.
- 6) Enter your **Event Description**. (max. 1000 chars.)

- 7) Enter your **Event date** in YYYY-MM-DD format. Leave blank if the event is ongoing or is not held on a specific date.
- 8) Enter your **Event time** (Freeform). Indicate AM or PM in the time field.
- 9) Enter the **Event duration** (Freeform) in hours, days, etc.
- 10) Indicate **Recurrence** if your event is recurring.
- 11) If recurring, then indicate number of **Occurrences**.
- 12) To upload a poster/flyer/document, please check the **Event poster** checkbox and then click on the **[Choose File]** button to upload an image, pdf or word document (image works best). Please keep file names relevant to the event and less than 64 chars if possible).
(Once uploaded, the uploaded file name will appear below the 'Browse' button.)
- 13) Enter the **Event contact** name. This would be the person responsible for the event and may or may not be the same as the person posting this event.
- 14) Enter the **Event email**. This would be the email of the person to be contacted regarding the event posted.
- 15) Leave the Event deleted field unchecked for now. The use of this field will be explained under the **Event Edit** section of this document later.
- 16) Lastly, and importantly, review your event information and when ready, click on the **[Submit/Update]** button. *(Please disregard the Clone button at this time)*

If you are successful, you will receive a confirmation screen showing your event was posted and you will also receive an Event ID.

The screen will look like this...

Create a New District Event, or Edit an Existing Event
Events to be displayed on Club pages, or the District Upcoming Events page, may be registered here.

NOTE that the following (in red) are required:

- Event submitter name and contact email
- Club name
- Event name (Description / location / etc. if needed)
- Event contact

To view and edit all events, visit the [EventEdit page](#)

Successfully made your changes - PLEASE REVIEW.
If your changes are OK, you may leave this page (event_id = 51).

Submitter name:

Submitter email:

Submitter Passcode: (Event edit code)

Club Name:

Event name:

Description:

Event date(yyyy-mm-dd): Recurrence?

Event time: AM/PM Occurences?

Event duration: (# hours or days)

Event poster: (for event information: PDF/Image/Doc)

No file chosen

Event contact:

Event email:

Event deleted: [Check this to mark as deleted.]

In order for the Event Submitter to later edit an event, "Submitter Passcode" must be entered now, and provided at edit time. If optional passcode is not provided, edit will not be possible.

To EDIT an existing event.

Go to the **Event Edit** page and select the Event that you wish to update by clicking on the **Event Name** link.

40 rows selected.

Event Name	Club	Date	Contact	Contact Email	Flyer	Subj
Paradise & District 7 PM Tuesday Binges	Paradise & District Lions	0000-00-00	Mark Koenig	bingo@paradiselions.ca	BingoPosterSmall.pdf	Ted I
GAS DRAW TICKETS	St. Marys Lions	0000-00-00	Lion Rob Stuart	stuart.rob44@gmail.com		Lion Rayr Tayl
Thursday Night Bingo	Woodstock Lions	2025-10-16	Jeannie / Carole	woodstock@a15lions.org	Bingo.jpg	Deni
Joe Brandon Memorial Trout Derby	Bayfield Lions	2025-10-17	Bayfield Lions	bayfield@a15lions.org	Fishing.jpg	Deni
Bottle Drive (Oct 18)	South Wellington Community	2025-10-18	Denis Vinette	dvinette54@gmail.com	Bottle_Drive_OCT18.jpg	Deni
Craft Sale	Belwood & District Lions	2025-10-18	519-787-0560	belwood@a15lions.org	Craft_Sale.jpg	Deni
TV Bingo	Guelph Lions	2025-10-20	Guelph Lions Club	guelph@a15lions.org	TV_Bingo.jpg	Deni
50/50 Draw	Monkton Lions	2025-10-22	Monkton Lions Members	monkton@a15lions.org	5050Raffle.jpeg	Deni
Youth Halloween Dance	Wellesley & District Lions	2025-10-24	Wellesley Lions Members	wellesley@a15lions.org	Halloween.jpg	Deni
Halloween Pancake	Ayr - North Dumfries	2025-	Ayr Members	ayrmembers@a15lions.org	Halloween_Pancake.jpg	Deni

You will be presented with the Event Details for the event you selected. You can then edit this event.

NOTE: If you entered an **Event Passcode**, you will have to enter this passcode or the Edits will not be committed when you submit the change. If you entered the event without a Passcode initially, you may update it without a **Passcode**.

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a15lions.org/pages/ClubEvents/AddEvent

YouTube | Maps | ceci | My groups | 10.5.22 Marketing P... | Inbox (2) - dvinette... | All Bookmarks

Lions Forum
beadonor.ca
Find us on Facebook
Follow @lionsmda15
WikiSandbox
District Events
Add Event
Convention
Cabinet Meetings
Zone Meetings
Upcoming Events
Meeting Calendar
Lions Canopy
Booth Displays
District Newsletters
District History
In Memoriam

GMT/GLT/GST
Membership
Leadership
Service
Marketing

Lions Programs
Lions Foundation
LCIF Canada
Memorial Forest
Environment
Diabetes
Mental Health
Sight & Hearing
Gift Of Life
LEO Clubs
Lions Quest
Peace Poster
Youth Programs
Youth Camp
Outgoing Exchange

Administration
District Cabinet
District Committees
District Clubs

Create a New District Event, or Edit an Existing Event

Events to be displayed on Club page or the District Upcoming Events page, may be registered here.

NOTE that the following (in red) are required:

- Event submitter name and contact email
- Club name
- Event name (Description / location / etc. if needed)
- Event contact

To view and edit all events, visit the [EventEdit page](#)

Successfully made your changes - PLEASE REVIEW.
If your changes are OK, you may leave this page (event_id = 51).

Submitter name:

Submitter email:

Submitter Passcode: (Event edit code)

Club Name:

Event name:

Description:

Event date(yyyy-mm-dd): Recurrence:

Event time: AM/PM Occurrences?

Event duration: (# hours or days)

Event poster: (for event information: PDF/Image/Doc)

No file chosen
Thank_You_Doctors.jpg

Event contact:

Event email:

Event deleted: [Check this to mark as deleted.]

In order for the Event Submitter to later edit an event, "Submitter Passcode" must be entered now, and provided at edit time. If optional passcode is not provided, edit will not be possible.

Once you click on the **[Submit/Update]** button, your changes will be applied. Note that you will also receive **confirmation** of the changes in the **body of the event form**.

To DELETE an existing event.

Go to the **Event Edit** page and select the Event that you wish to update by clicking on the **Event Name** link.

Enter the **Event Passcode** (if previously entered) and check the Event Deleted checkbox. Click the **[Submit/Update]** button. Your event will be **flagged** as deleted but will not be deleted from the event database. It will no longer show on the **Event Listing** but will be available to “undelete” if accidentally deleted.

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a15lions.org/pages/ClubEvents/AddEvent

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Lions Forum
beadonor.ca
Find us on Facebook
Follow @lionsmda15
WikiSandbox
District Events
Add Event
Convention
Cabinet Meetings
Zone Meetings
Upcoming Events
Meeting Calendar
Lions Canopy
Booth Displays
District Newsletters
District History
In Memoriam

GMT/GLT/GST
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Leadership
Service
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Lions Foundation
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Sight & Hearing
Gift Of Life
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Create a New District Event, or Edit an Existing Event

Events to be displayed on Club pages, or the District Upcoming Events page, may be registered here.

NOTE that the following (in red) are required:

- Event submitter name and contact email
- Club name
- Event name (Description / location / etc. if needed)
- Event contact

To view and edit all events, visit the [EventEdit page](#)

Successfully made your changes - PLEASE REVIEW.
If your changes are OK, you may leave this page (event_id = 51).

Submitter name: Delta Dawn
Submitter email: deltadawn@hotmail.ca
Submitter Passcode: Willie (Event edit code)
Club Name: South Wellington Community
Event name: Donuts for Doctors
Description: On Saturday, January 3, 2026, we will be delivering Donuts to all the physicians in the Elora and Fergus doctor offices to show
Event date(yyyy-mm-dd): 2026-01-03 Recurrence? None
Event time: 11:00AM AM/PM Occurrences? 1
Event duration: 2hrs. (# hours or days)
Event poster: (for event information: PDF/Image/Doc)
Choose File No file chosen
Thank_You_Doctors.jpg
Event contact: Denis Vinette
Event email: dvinette@denivinette.org
Event deleted: [Check this to mark as deleted.]
Submit/Update Clone

In order for the Event Submitter to later edit an event, "Submitter Passcode" must be entered now, and provided at edit time.
If optional passcode is not provided, edit will not be possible.

To CLONE an existing event.

Go to the **Event Edit** page and select the Event that you wish to CLONE by clicking on the **Event Name** link.

Enter the **Event Passcode** if previously entered. Then click the **[CLONE]** button. This will clone the current event displayed and allow you to add an event “Just like the event displayed” but with possibly a new date, time, poster, etc. This is especially useful to enter repeating events that are held at different time/dates. This can save a significant amount of time by adding the “same” event when there are only minor changes.

We hope you find these instructions useful.

Please let us know if you have any challenges adding your events or have any additional recommendations to improve the use and enjoyment of this new District A15 website feature.

PostingEventDistrictA15.docx (rev. 1.2)