



Compiled by meena and chris, online organizers, Greenpeace USA.

Are you having trouble with signing up to host a vigil? Here is some guidance to help you out.

Thanks so much for wanting to sign up to host a vigil. The event tool isn't perfect, so here are some step-by-step instructions on how to login and host an event:

Create an Event

1) Go to our vigils page (<http://www.greenpeace.org/usa/vigilsforjapan>) and on the right, where it says "Host an Event" click on the link.

3) Follow the form to enter your personal information. Create a username and password. (If you already have a username and password, you can use it to sign in. If you cannot remember your username and/or password, look at the top of the page to the "Already a Member? Sign in" link. That link will direct you to finding your account information.)

4) Click the Next button at the bottom of the page. You will be directed to the Event Information page.

5) Fill out your event information: Title, Location Name and Address, Start, and End time. For the Title, I suggest calling it "Vigil for Japan – CITY NAME." For start time around 6pm when people are leaving work might be best, but if you have another idea go for it. Finally, be very clear about the location.

6) Fill out the Description of Event box. Be sure to include a short description of the event. You might want to say something like *"Our thoughts are with the people of Japan as they continue to struggle with the impacts of the earthquake, tsunami and nuclear disasters. To show our support for the Japanese people in this time of crises, we are organizing vigils across the country on March 28th. Together we'll stand in solidarity with the people of Japan and imagine a world free of nuclear disasters. Please join us in CITY NAME at LOCATION, ADDRESS at TIME."*

7) Click the Finish button at the bottom of the page. You will receive an email shortly about your event.

Thanks so much!

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