

## Directions for Posting a Homeownership Education Workshop to CHAPA's website

Please note: Workshops can only be posted by agencies with a Seal of Approval certification from CHAPA's Massachusetts Homeownership Collaborative.

### To Register

Go to [www.chapa.org](http://www.chapa.org)

Navigate to the Workshop Calendar by clicking on "Looking for Housing?" on the far right hand side of the top tool bar. Then click on "Homebuyer Workshops".

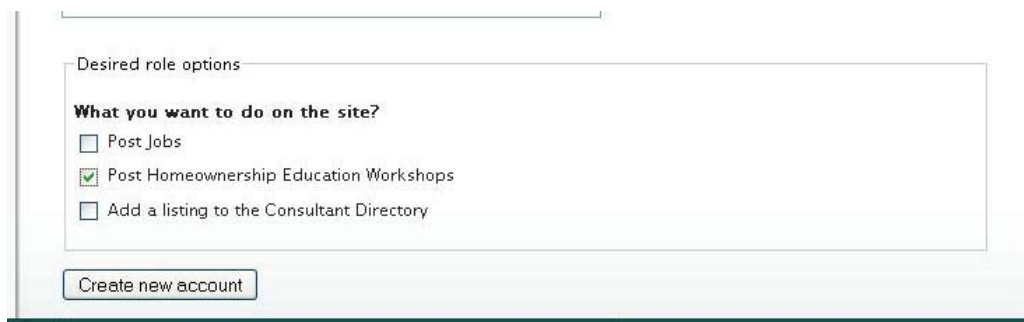
From the Workshop Calendar, click on: "Are you a counselor and interested in posting your upcoming workshops on the calendar? **Click here** to register and submit your posting". This is the last paragraph before the calendar.

1. Fill in the required information on the log-in page



The screenshot shows the CHAPA website's user account registration page. The header includes the CHAPA logo and the text "Citizens' Housing and Planning Association". A search bar is located in the top right. The navigation menu includes "About CHAPA", "Housing Policy", "Consultant Directory", "Jobs Board", "Join CHAPA", and "Looking for Housing?". The main content area is titled "User account" and features a "Create new account" button, a "Log in" button, and a "Request new password" button. Below these are input fields for "First Name", "Last Name", "Username", and "E-mail address". A "Password" field is also present, with a "Confirm password" field below it. A "Password strength" indicator shows "Weak". A note states: "Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores." A "To make your password stronger:" section is also visible. On the left side, there are "Partner Websites" including "Search for Accessible/Affordable Housing", "Community Preservation Coalition", and "Massachusetts Smart Growth Alliance". There is also an "Other Links" section.

2. Under Desired Role Options, click "Post Homeownership Education Workshops" and click "Create New Account"



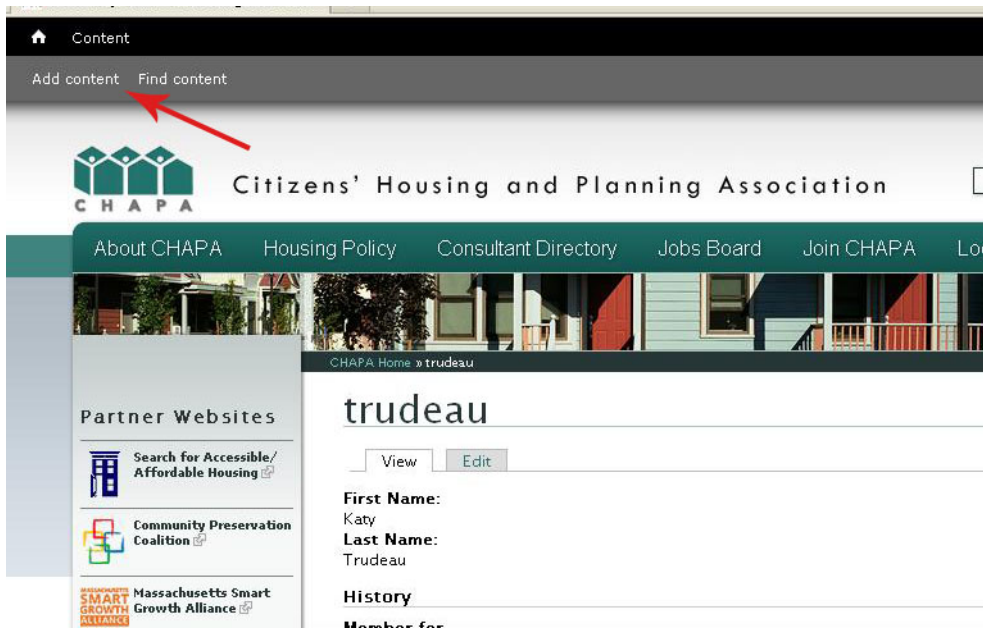
The screenshot shows the "Desired role options" form. It contains a section titled "What you want to do on the site?" with three checkboxes: "Post Jobs", "Post Homeownership Education Workshops" (which is checked), and "Add a listing to the Consultant Directory". Below the checkboxes is a "Create new account" button.

3. You should receive an email confirming your registration and informing you that CHAPA staff will approve your request

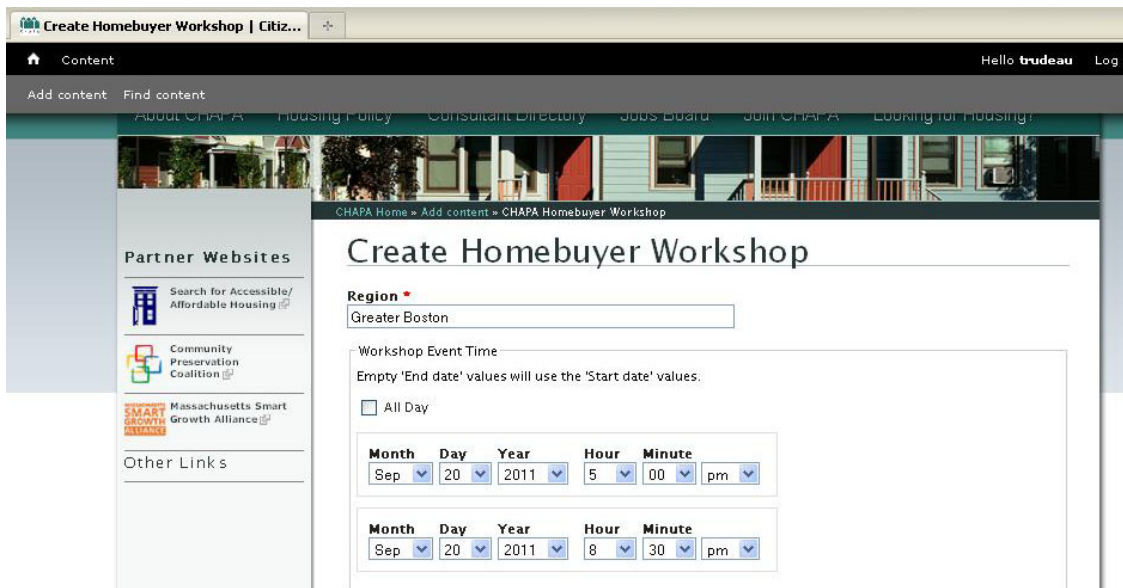
- Please allow a couple of days for your registration to be approved. If you are anxious to be approved, you can email Katy Trudeau at [ktrudeau@chapa.org](mailto:ktrudeau@chapa.org) to let her know you are waiting for approval to expedite the process. Once your request has been approved by CHAPA you will be notified and you can post workshops!

### To Post a Workshop

- Log into the CHAPA website using the “login” link along the bottom line of the front page at [www.chapa.org](http://www.chapa.org)
- In the upper right hand corner, there will be a link to “Add Content.” Click on that link.



- You will be redirected to a page where under “Add Content” you will select “Homebuyer Workshop” to add a workshop. The fields with a \* are required fields and must be filled in.
- Put in the first date of the workshop in the Start Date field. Add the start time. Repeat the first date of the workshop in the End Date field and add the end time. (If you put in the last date of the workshop series your entry will appear every day on the Calendar!)



- Put in the region where the workshop is located in: Boston, Greater Boston, North Shore, Merrimack Valley, Central MA, South Shore, Cape Cod or Western MA.
- You may add in the specific address of the class if you choose.
- Under "Workshop Date(s)" add in the remaining workshop dates. Repeat the first date of the workshop. Click on "Add Another Item" to add in additional dates.

[Show row weights](#)

**Workshop Date:**

All Day

+

Month	Day	Year	Hour	Minute
Sep	20	2011	5	00

pm

**Workshop Date 2**

All Day

+

Month	Day	Year	Hour	Minute
Sep	22	2011	5	00

pm

**Workshop Date 3**

All Day

+

Month	Day	Year	Hour	Minute
Sep	27	2011	5	00

pm

- Enter the Workshop Type (pre-purchase, post-purchase, condo workshop, landlord-tenant workshop, etc).
- Add the Language that the class will be taught in.
- Enter the sponsoring agency, city or town, contact person, phone number, email (if desired) and price for the class. You can also add your website address (URL) and notes to accompany your posting (snacks included, please bring your credit report with you, etc).

**Workshop Type**  
First Time Homebuyer

**Language**  
English

**Sponsor /Organization Name**  
CHAPA

**City or Town**  
Boston

**Contact Name**  
Katy Trudeau

**Contact Phone**  
617-742-0820

**Contact Email**  
ktrudeau@chapa.org

**Price**  
free

**URL**

11. Once you are complete, hit "Preview" to review your entry or hit "Submit" to send it to be approved by CHAPA.
12. CHAPA will review the submission and post it to the Workshop Calendar. Please allow 2-3 business days for this to occur.
13. To add another workshop, go back to "Add Content" and hit "Workshop" again.

#### **To Edit or Delete Your Workshop Later**

1. To edit the workshop or delete it, log back into CHAPA's website using the "login" button at the bottom of the front page.
2. Find and select your workshop on the calendar, and click the "Edit" tab at the top of the page.
3. You can make any changes or delete the workshop entirely. You will only be able to edit the workshops that you posted.
4. You should see changes right away.

#### **Any Questions?**

Contact Katy Trudeau at CHAPA at 617-742-0820 or via email at [ktrudeau@chapa.org](mailto:ktrudeau@chapa.org).