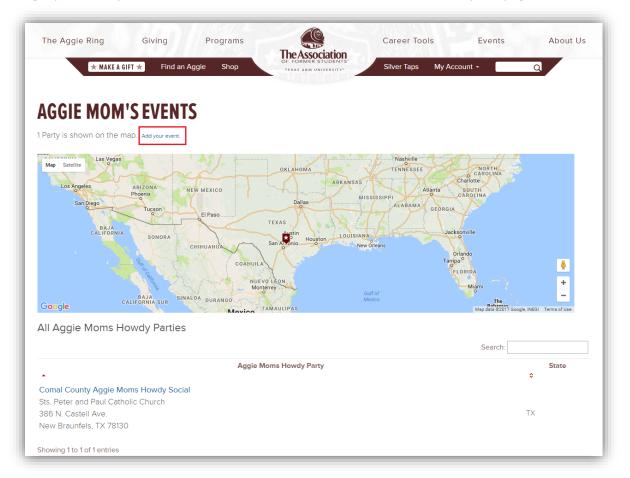
You can provide everyone with all of your Aggie Mom's Events by filling out one important form, the "Create Your Muster" form at tx.ag/aggiemomsevents. Access this form by selecting "Add your event" at the top of this page, tx.ag/aggiemomsevents. Please follow the instructions for filling out the form and it will walk you through the rest of the process. You will be able to update your event at any time, and your changes will be reflected immediately on the website for anyone looking to attend your event. Once the event date has passed, the event will disappear from the map and list, but the information will still be stored in the back-end if next years' event chairs need referencing.

(You must be logged in to AggieNetwork.com to create the event. Creating an account is easy and free! For more information on seeing if you already have an account or how to create an account, see the very last page of this "How-To".)



Once you click 'Add your event" you'll be asked to choose between "Creating New" or "Edit Existing".

+ Create New	C Edit Existing	Back to Aggie Mom's Howdy Party Home
This is a brand	new page!	
Content will be up short	tly.	

Each of these pages will ask for a zip code for the event.

CREATE AN AGGIE MOMS EVENT Where is the event being held?	EDIT AN EXISTING AGGIE MOMS EVENT Where is the event being held?				
Zip	Zip				
Country United States •	Country United States 🔹				
Next Step	Next Step				

When I search for 77807 under "Create an Aggie Moms Event", it brings up every single event, past and future, that falls in that zip code. This is where you can find information from last year's events. If you would like to see previous events information, click on the "Select" button on the left of the event. You can see the name, date, and contact for each event to better direct you to which event you might be looking for.

CREATE AN AG	GIE N	IOMS	EVENT			
Below are events that are beir	ng held (o	r have rece	ently been held) at or near	your location	1.	
• If your event is a continu	ation of a	one of these	e, click "Select" by that eve	ent.		
 If this is a new event that new event from scratch. 	has neve	r previousl	y been held and is not in t	he list below,	Creat	ie a
• If you need to search by	a differen	t location, s	start over.			
Title	Date	Contact	Location	City	State	Zip
Select Test Event	1/28/2017	Amy Hale '10	Amy House	Bryan	ТХ	77807
Select Amy's Aggie Mom Test Party	2/14/2017	Amy Hale	The Association of Former Students	College Station	ТХ	77840

EDIT AN EXISTI	NG A	GGIE	MOMS EVEN	T		
Below are events that are bein	ig held (o	r have rece	ently been held) at or near	your locatior	1.	
• If your event is a continu	a tion of a	one of these	e, click "Select" by that eve	ent.		
 If this is a new event that new event from scratch. 	has neve	e r previousl	y been held and is not in t	he list below,	Creat	te a
• If you need to search by a	a differen	t location, s	start over.			
Title	Date	Contact	Location	City	State	Zip
Select Test Event	1/28/2017	Amy Hale '10	Amy House	Bryan	ТΧ	77807
Select Amy's Aggie Mom Test Party	2/14/2017	Amy Hale	The Association of Former Students	College Station	ТХ	77840

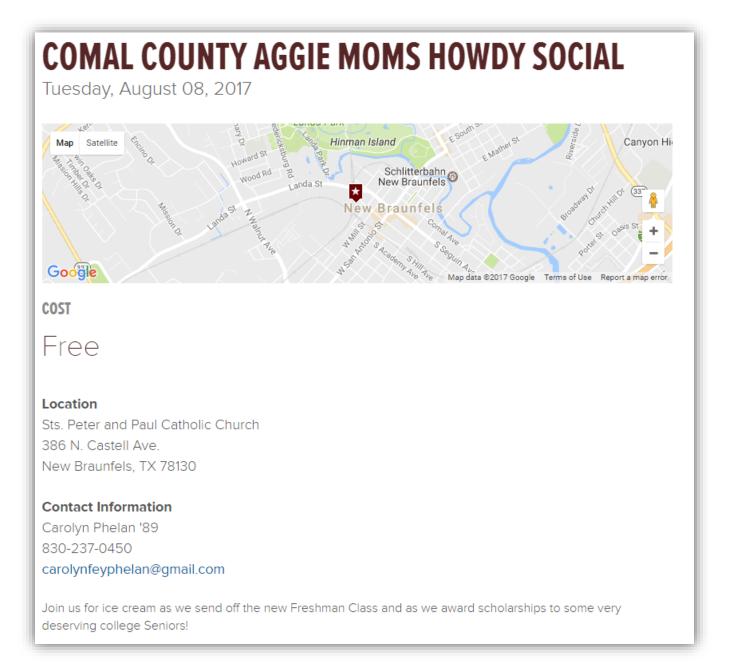
If this is a new event that has never previous been held and is not in the list below, click "Create a new event from scratch".

CRE	<mark>ate</mark> an ag	GIE N	IOMS	EVENT			
elow a	re events that are bei	ng held (o	r have rece	ently been held) at or near	your locatior	۱.	
• If y	our event is a continu	uation of c	ne of these	e, click "Select" by that eve	ent.		
	his is a new event that w event from scratch.		r previously	y been held and is not in t	he list below,	, Creat	te a
- If s	ou need to search by	a differen	t location, s	start over.			
• IT y	<u>,</u>						
• IT y	Title	Date	Contact	Location	City	State	Zip
• IT y Select		Date 1/28/2017	Contact Amy Hale '10	Location Amy House	City Bryan	State TX	Zip

From here it will bring you to a form to fill out with your specific event details. **Be sure that under "Organization" you choose "Constituent Network" and "Federation of Texas A&M Univ. Mothers' Clubs".** This will better help The Association of Former Students and The Federation pull any lists and details from previous years. The right screenshot below shows the "Extra Information" section of the page and this is where you can add in free text and upload images.

		Primary Point of Contact
CREATE A	N AGGIE MOMS EVENT	Name & Class *
Back to the Aggie Mo	ims Event home page.	Phone
Basic Event Inf	formation	Email
Event Name*		Extra Information
Cost		Free-form entry for anything else you want to add
Organization	Constituent Network •	8 / 65 (5) (= :: (2) (*)
	Federation of Texas A&M Univ. Mothers' Clubs 🔹	
Start Date/Time *	🔚 🔯 💷 Tentative / TBD	
End Date/Time	E 0	
RSVP by	e Q	
		Save Event

Once you are finished, click "Save". A completed event will look like this! You can always go in and edit the event if any of the details change.



You can find this "Aggie Moms Event How To" at tx.ag/AggieMomsEventsHowTo, and if you have any questions, please reach out to Amy Hale '10 at <u>AHale10@AggieNetwork.com</u>

How to create an Account on AggieNetwork.com.

CREATE A	N ACCOUNT
Use first and last name	under which you registered/attended Texas A&M.
First Name	
Last Name	
Class Year If you didn't graduate o enrollment date, or 2 ye	r delayed your gradution, select the year you would he ears for grad students).
I'm not a robot	NECAPTCHA Prinsy-Terms
Submit	
Can't register? Fill o	t the Account Request form.

NOT A FORMER STUDENT/NOT IN OUR SYSTEM?

Click "Account Request" (seen above), follow steps, then click "Can't find yourself, or can't register?" (seen below).

CREATE A	N ACCOUNT
No Aggies were fo	ound.
-	y only entering in the first few letters of your name. This is particularly helpfu nes or names with apostrophes.
The first and last r A&M.	name you enter should be the names under which you registered/attended
Search again	
Can't find yourself,	or can't register?
Can't find yourself,	or can't register?

First name, Last name, Birth month, Birth day, Birth year, email and confirmation email are all required. IN THE COMMENTS BOX LIST THE FOLLOWING: 1) STUDENTS FULL NAME (so THAT YOUR RECORDS CAN BE JOINED) 2) THAT YOU ARE WITH AGGIE MOMS CLUBS