

## How to Add an Event on Newton Patch It's Easy!

**Step 1: Go to <http://patch.com/massachusetts/newton>**

**Click on “Post on Patch”**



**Newton Patch** Find Your Patch 73° Mostly Cloudy Post on Patch

Calendar LocalStream Real Estate Jobs Advertise Bulletin Board Topics

We're opening in  
**Lawrence Township**  
Thursday, August 25, at 8 a.m.  
Join and receive a Special Offer

**Newton, MA Top Stories**

**Newton Volunteers Sought for Child Abuse Prevention Programs**  
Family ACCESS is accepting applications for the 2016-2017 school year.  
By ALEX NEWMAN (Patch Staff) - Aug 15, 2016

**Trending Now Across Patch**

1. Suspect Who Threatened Cop Dies After Officer Shooting Outside Virginia Hospital: Police
2. Patient Of N.J. Dentist Linked To Bacterial Outbreak: 'I Nearly Died In

**Step 2: If you have a login, “Sign-in!”**

**If you do not have a login, click “No account, apply now” (you will only need to do this once)**

https://my.patch.com/user-login

**Patch**

You have been logged out. x

leinstein@templemanu

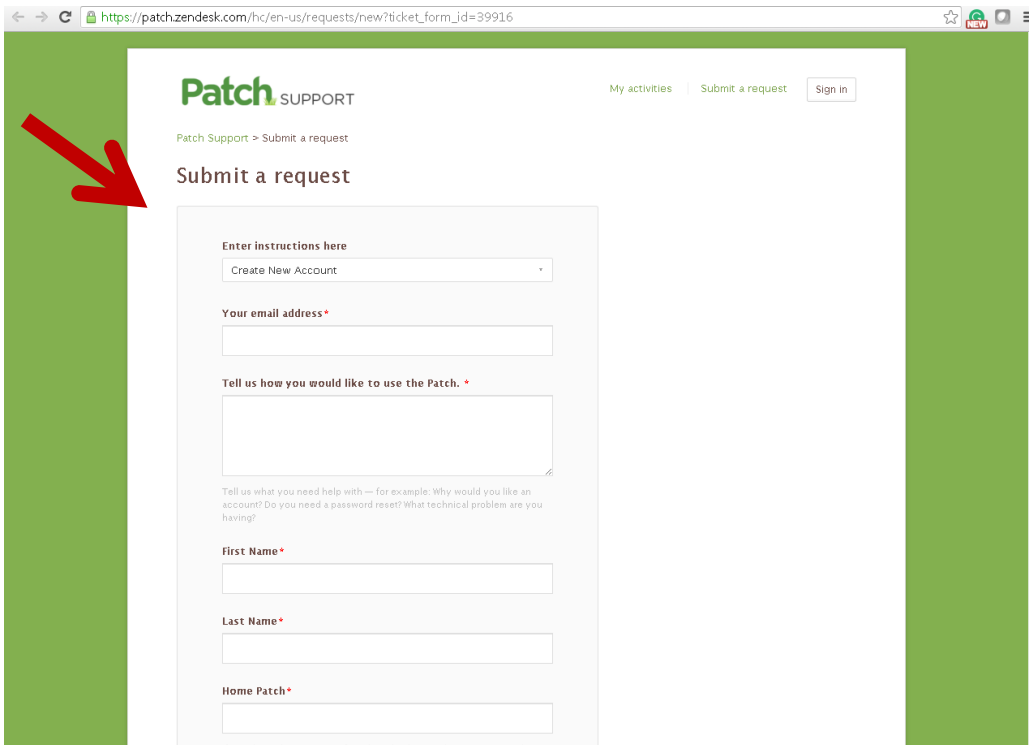
.....

Sign in!

Forgot your password?  
No account? Apply now.  
What's this ?

**If you have a Login already, skip to Step 3.**

**If not, Fill out the form to submit a request for a login, then check your email.**



https://patch.zendesk.com/hc/en-us/requests/new?ticket\_form\_id=39916

Patch SUPPORT

My activities | Submit a request | Sign in

Patch Support > Submit a request

### Submit a request

Enter instructions here

Create New Account

Your email address\*

Tell us how you would like to use the Patch. \*

Tell us what you need help with — for example: Why would you like an account? Do you need a password reset? What technical problem are you having?

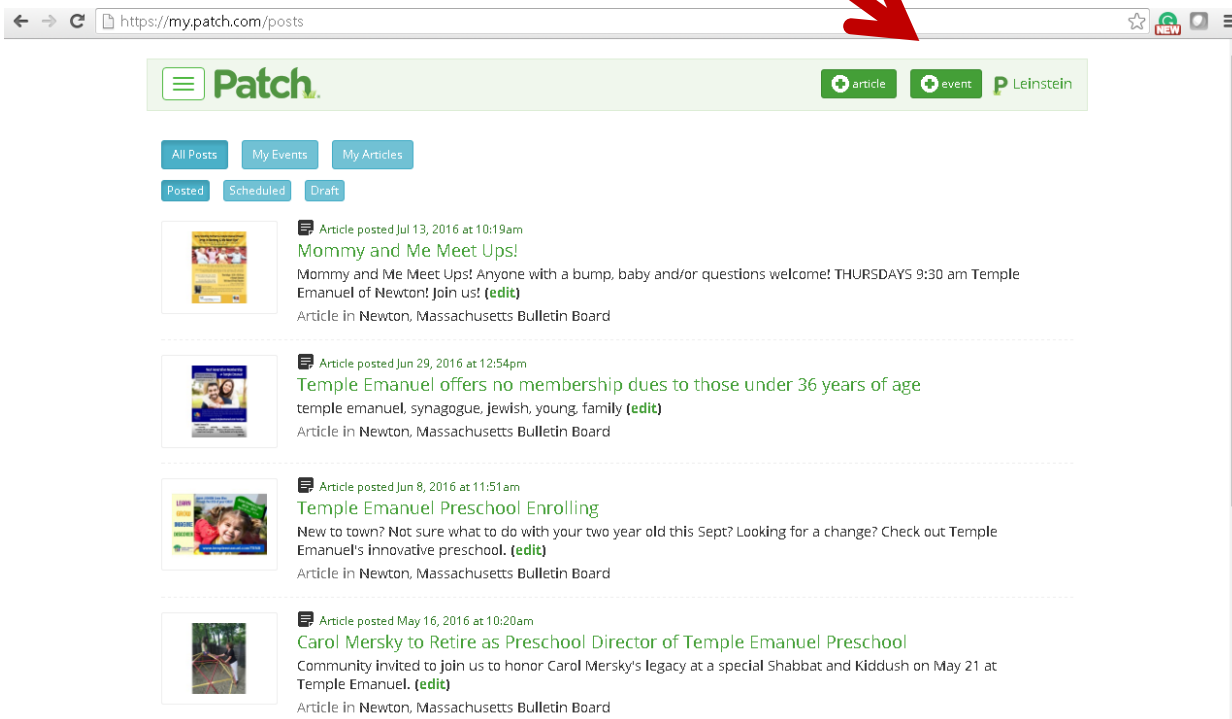
First Name\*

Last Name\*

Home Patch\*

**Step 3: To add an event, click “+Event”**

*(your screen will be blank if you have not already added event(s))*



https://my.patch.com/posts

Patch

+ article + event P Leinstein

All Posts | My Events | My Articles

Posted | Scheduled | Draft

Article posted Jul 13, 2016 at 10:19am  
**Mommy and Me Meet Ups!**  
Mommy and Me Meet Ups! Anyone with a bump, baby and/or questions welcome! THURSDAYS 9:30 am Temple Emanuel of Newton! Join us! [\(edit\)](#)  
Article in Newton, Massachusetts Bulletin Board

Article posted Jun 29, 2016 at 12:54pm  
**Temple Emanuel offers no membership dues to those under 36 years of age**  
temple emanuel, synagogue, jewish, young, family [\(edit\)](#)  
Article in Newton, Massachusetts Bulletin Board

Article posted Jun 8, 2016 at 11:51am  
**Temple Emanuel Preschool Enrolling**  
New to town? Not sure what to do with your two year old this Sept? Looking for a change? Check out Temple Emanuel's innovative preschool. [\(edit\)](#)  
Article in Newton, Massachusetts Bulletin Board

Article posted May 16, 2016 at 10:20am  
**Carol Mersky to Retire as Preschool Director of Temple Emanuel Preschool**  
Community invited to join us to honor Carol Mersky's legacy at a special Shabbat and Kiddush on May 21 at Temple Emanuel. [\(edit\)](#)  
Article in Newton, Massachusetts Bulletin Board

**Step 4: Fill out all necessary information for your event.**

**Then you can either “Save as Draft” to come back to it later**

**OR “Post Now” to make it go live!**

https://my.patch.com/node/add/calendar-item

**Patch.** article event P Leinstein

Post your event on Patch

\* denotes required field

Newton, MA Patch

SHARE EVENT TO NEARBY PATCHES?

Enter Event Title \*

125 characters remaining

EVENT DATE \*

DATE TIME

Aug 17 2016 10:45AM

REPEATS

Browse Upload

Images must be png gif jpg jpeg and less than 10 MB

Please enter an Event Description

EVENT ADDRESS

Event Location Name

Street Address

Additional Address Info

City State ZIP Code

Please enter an Event URL (including http:// or https://)

EVENT TYPE \*

FREE EVENT

PAID EVENT

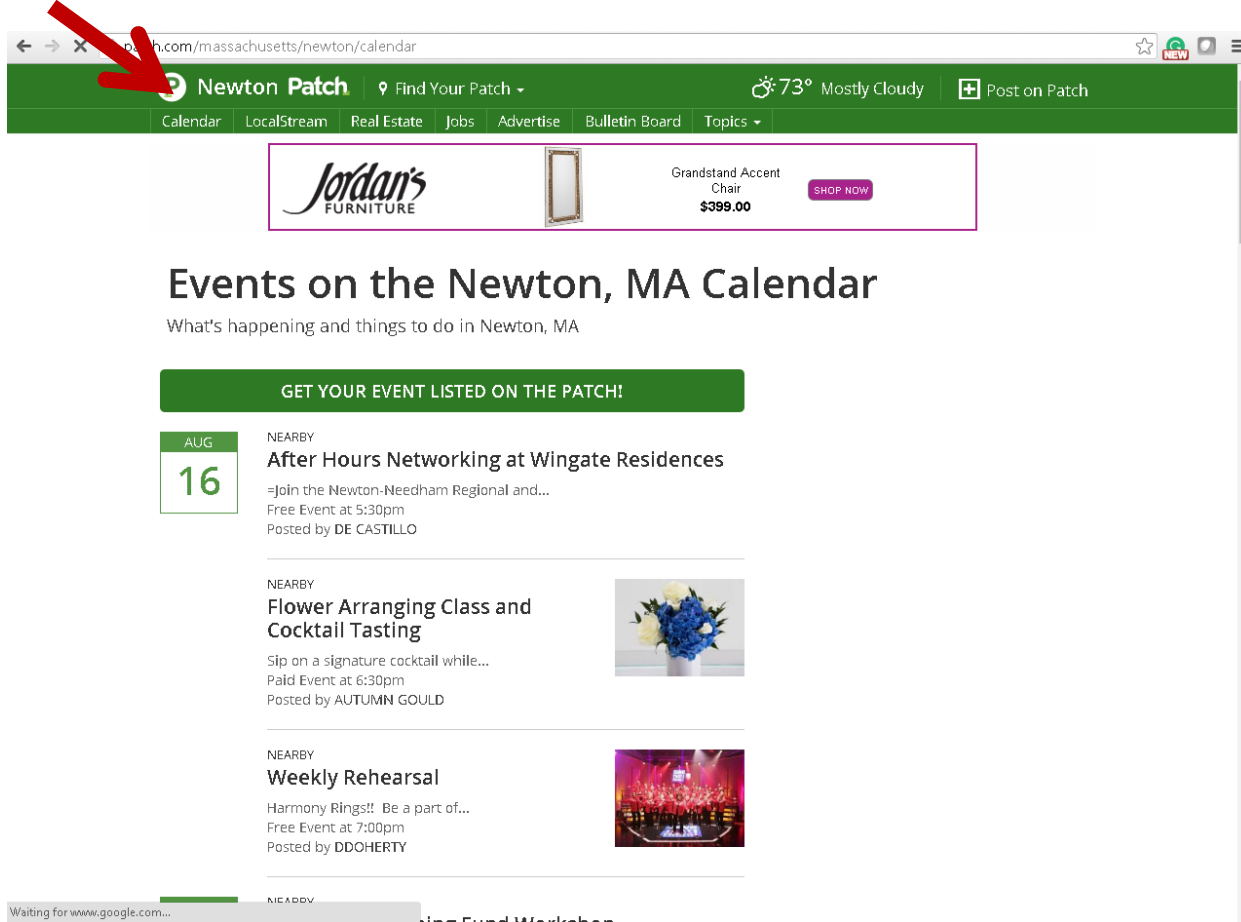
Get Seen! Promote your event!  
(\$20 per Patch)

Promoting your event gives you visibility on Patch and in the newsletter! [See details.](#)

Save as Draft Post Now

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**Step 5: Admire your handy work. You can check your listing on the homepage calendar section.**



**Step 6: Optional: If you need to go back and edit your event at any time, you can do so by logging in again, and clicking on the “My Events” Tab**

