



CARE
RESEARCH
PREVENTION
REHABILITATION
TEACHING

American Burn Association
311 S. Wacker Drive, Suite 4150
Chicago, IL 60606
ameriburn.org

To add a Congressional meeting or other related advocacy event for NLC:

1. Visit the [Advocacy community](#) on myAmeriburn (login and group membership required, [view instructions now](#))
2. Find the Upcoming Events section on the community homepage (under Announcements)
3. Click Add Event
4. Fill out the event details and click Save
 - a. Complete Title field (i.e., Meeting with Congressman Neguse's office)
 - b. Under Event Type, select Advocacy Meeting
 - c. Under Description, add any useful details (i.e., name of Legislative Aide, Zoom meeting invitation)
 - d. Enter Date, Time and Time zone
 - e. Click Insert My Contact Information (Note: we will use this information to allocate your points for the Advocacy Challenge game)

COMMUNITIES - DIRECTORY - BROWSE - PARTICIPATE - EVENTS

COMMUNITY HOME

ADD EVENT

Active Event

DETAILS

Title*

Event Type*

Community

Display in events list?

Display in search results?

Description

Optional link for an external website with more details about this event.

Is attendance required to maintain voting rights?

DATE & TIME

Start*

End*

Timezone*

CONTACT INFORMATION

INSERT MY CONTACT INFORMATION

First Name

Last Name

Phone

Email

SAVE AND CONTINUE SAVE CANCEL