Creating and submitting your event with Illinois workNet is easy and lets everyone know about your upcoming event. Follow the instructions below to ensure your event shows up on the Apprenticeship Illinois Event Calendar.

Access the Event Calendar

- You can access the event calendar by going to the [Apprenticeship Illinois home page](#) (apprenticeshipillinois.com) and scrolling to the calendar or by [visiting this link](#).
- Select the blue "Add Event" button and agree to the terms of service.
- You will then be redirected to the electronic form where you will enter information about your event.

Adding Your Event

- The electronic form has the following fields (fields marked with a red asterisk are required):
  - Event Title*
  - Event Type*
  - Start and End Date and Time*
    - You have the option to mark the event as an "All Day Event"
    - You have the option to add the event as a series as Daily, Weekly, Monthly, or Specific Dates/Times
  - Location*
    - This can either be a URL or physical address
  - Event Online Website
  - Description*
  - Add File
    - You can add Word Documents, PDFs, Excel Spreadsheets, Comma Separated Value files, and PowerPoint presentations.
  - Audience*
    - Note: You **must** select "Apprenticeship" in order for the event to display on the Apprenticeship Illinois Event Calendar.
  - Grade Level
  - Field of Interest
  - Frequency
  - Series*
    - Note: You **must** select "Apprenticeship Week" in order for the event to display on the Apprenticeship Illinois Event Calendar.
- Once you have completed filling out the electronic form select the blue "Add Event" button.

Next Steps

- As events are added to the calendar, LWIA Coordinators are automatically notified to approve them. Illinois workNet staff also monitors events and has access to approve/update/remove events. Events will be approved within 1 – 5 business days.
- Once the events are approved, they will show up on the Apprenticeship Illinois Event Calendar.