



Adding CEJA Events to the Illinois workNet Event Calendar

You can add your CEJA related event to the Illinois workNet calendar by visiting the CEJA website at illinoisworknet.com/CEJA.

Scroll down to the calendar area and select the **Add Event** button.

Once you agree to the terms of service, you will be able to complete the event form.

If you are not already logged into your workNet account, you will be asked to login. If you need to create an Illinois workNet account, you can do so on [this page](#).

When adding your event be sure to fill out the following fields:

- Event Title* (character length must be 100 or less)
- Event Type*
- Start Date/Time*
- End Date/Time*
- Location (Address or Event Online Website)*
- Description*
- Files Uploads (*acceptable files are Word, PDF, Excel, CSV, and PPTs*)
- Contact
- Audience*
- Series*: CEJA
 - **Note:** Be sure to select CEJA for the Series tag, otherwise it will not display in the calendar on the CEJA website at illinoisworknet.com/CEJA.
 - You will need to select the “Show” text to reveal the dropdown filter to select “CEJA”.

Grade Level ▶ Show

Field of Interest ▶ Show

Frequency: ▶ Show

Series: ▼ Hide

Add Event Cancel

Events submitted through the Illinois workNet Event Calendar are checked 2 – 3 times per week.

If there are any questions about your event, an Illinois workNet representative will reach out to you.

For questions or issues when submitting an event, please contact info@illinoisworknet.com.