

## Important Links

The following are links through which you may provide information so your programs may be effectively publicized and links for accessing information in preparation for your programs.

### Portal

#### What it is

This is the portal through which you will find:

- Chapter Guide
- Curriculum
- Templates, forms and other materials you will need for your chapter
- Your chapter folder, containing documents specific to your chapter: W-9, EIN, etc.

#### How to access

<http://docs.acapcommunity.org/>

User name: community

Password: ACAP2018!@

### Program Submission Form

#### What it is

This is the form through which you submit all information about upcoming programs:

- Date and time of program
- Location of program and street address
- Name of program and module/program number
- Presenter, title, employer, and credentials
- URL for presenter's organization website
- Sponsor names and URL link for sponsoring organization websites

#### How to access

<https://www.acapcommunity.org/events/community/list>

To access the site, you will need to use your chapter's login information. Your Chapter Coordinator has your chapter's individual login information.

Once on the site, in the upper left corner, look for "My Events" and the "Add New" button. Clicking that button will take you to the Program Submission Form where you may update the sponsorship information for the program.

## Media & Organization Email List

### What it is

This is the spreadsheet where you add names and email addresses for media, faith communities, and other organizations so they may receive emails and flyers for your upcoming programs. Please continually update this list.

### How to access:

<https://onedrive.live.com/edit.aspx?resid=ED0F81CE1C1475D6!25173&cid=B30CA19F-78FB-40DE-AFBD-B98B864F330B&ithint=file%2cxlsx&ct=1683296469151&wdLOR=cF6E3DF86-3615-4E8E-A079-E57D3A661DEB&authkey=!ABtemSFgtul08xo>

## Program RSVP List

### What it is

This is where you may find the names and email addresses for all who have registered for your program. The list to be used for registration at your program may be generated from this list.

### How to access

<https://www.acapcommunity.org/events/community/list>

**Note:** Once on the site, you will need to use your chapter's login information to access your chapter's registration list. Your Chapter Coordinator(s) will be sent your chapter's individual login information.