Eventbrite

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| Info Needed  | Document  | Where to Find It |
| How to create an event | Eventbrite – Creating a Free Event | BOX, NW Region, Events, Eventbrite |
| How to attend an event | Eventbrite – User Registration and Participation  | BOX, NW Region, Events, Eventbrite |

Facebook

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| Info Needed  | Document  | Where to Find It |
| Guidelines and accessibility | Social Media Guidelines and Accessibility | Employee resource page under “Marketing” |
| How to post an event (for Yavapai County) | Community Calendars and Facebook Instructions | BOX, NW Region, Press Releases, Yavapai |

Images/Templates

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| Info Needed  | Document  | Where to Find It |
| Non-copyrighted images | Royalty Free Images | Employee resource page under “Marketing” |
| Main UArizona logo | Downloadable file | Employee resource page under “Marketing” |
| Cooperative Extension logos | Saved files in BOX | BOX, NW Region, Letterheads-Logos |
| Flyer templates | 4-H OR General Event Marketing Template | Employee resource page under “Marketing” |
| PowerPoint presentation template | UA Branded PowerPoint Presentation Template | Employee resource page under “Marketing” |

YouTube

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| Info Needed  | Document  | Where to Find It |
| Adding managers | YouTube Tips and Tricks | BOX, NW Region, Media Resources, YouTube Videos |
| Branding YouTubes | YouTube end slides | Yavapai YouTube channel |
| Create a YouTube from a Zoom recording | Start Meeting & Recording Zoom for YouTube | BOX, NW Region, Media Resources, Zoom |
| Logging in and uploading a video | YouTube Introductory Steps | BOX, NW Region, Media Resources, YouTube Videos |
| Disabling comments (after publishing) | YouTube Tips and Tricks | BOX, NW Region, Media Resources, YouTube Videos |

Zoom

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| Info Needed  | Document  | Where to Find It |
| Schedule a Zoom meeting | Zoom – Creating and Hosting a Meeting | BOX, NW Region, Media Resources, Zoom |
| Start a Zoom meeting | Start Meeting & Recording Zoom for YouTube | BOX, NW Region, Media Resources, Zoom |
| Attending a Zoom meeting | Zoom – Meeting Participation | BOX, NW Region, Media Resources, Zoom |
| Record a Zoom meeting | * Start Meeting & Recording Zoom for You Tube
* Zoom Recording Tips & Tricks
 | BOX, NW Region, Media Resources, Zoom |