



**SolarPVEVENTS**  
all events in one place

# How can I add an event?

❖ Step 1 – create your account

The screenshot shows the SolarPVEVENTS website interface. On the left is a sidebar with the logo and navigation menu. The main header features the slogan 'ALL EVENTS IN ONE PLACE' and a navigation bar with links for 'Add event' and 'Create account'. A red arrow points to the 'Add event' link. Below the navigation bar is a banner for Sharp PV solutions. At the bottom right, there is a newsletter sign-up form.

**SolarPVEVENTS** BETA  
UK DE ES FR IT

- Home
- All Events
- Online Events
- Organizers
- Meet SolarPVCOMPANIES
- Meet SolarPVPEOPLE

ALL EVENTS | IN ONE PLACE

Newsletter | Book hotel, flight or car | **Add event** | Create account | Sign in

With PV solutions from Sharp

Events | Organizers | SolarPVCOMPANIES | SolarPVPEOPLE

**Newsletter:**  
e-mail   
name   
**Submit**



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## ❖ Step 2 – Register or Join existing company

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ALL EVENTS IN ONE PLACE

Newsletter | Book hotel, flight or car | **Add event** | My events | Sign out

My profile | **My companies**

Your companies

**Join/register company**

You're logged in as:  
Your user name

- Inbox
- Sent items
- My home
- Show My profile
- Edit My profile
- Privacy
- My Companies**
- My Events
- Add event
- Sign out

**Find your events**  
Browser powered by SHARP

Name

Organizer

From



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If you have registered your company by yourself, please go to the Step 4

## ❖ Step 3 – Request Admin rights\*

The screenshot shows the SolarPVEVENTS website interface. The header features the logo and navigation links: Newsletter, Book hotel, flight or car, Add event, My events, and Sign out. The main content area is titled 'ALL EVENTS IN ONE PLACE' and includes a 'My companies' tab. Under this tab, there is a section for 'Your Company' with options for 'Germany' and 'European'. A 'Request admin rights' button is highlighted with a red arrow labeled '1'. An 'Unsubscribe' button is also visible, highlighted with a red arrow labeled '2'. On the right side, a user profile section shows 'You're logged in as: Your user name' with a list of menu items including Inbox, Sent items, My home, Show My profile, Edit My profile, Privacy, My Companies, My Events, Add event, and Sign out. The left sidebar contains a navigation menu with items like Home, All Events, Online Events, Organizers, Meet SolarPVCOMPANIES, Meet SolarPVPEOPLE, Become a partner, and Contact us. At the bottom left, there is a 'Find your events' section powered by SHARP with input fields for Name, Organizer, and From.

\* As soon as the administrator of the company grants you the Admin Rights, you are able to add events



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## ❖ Step 4 – Add your event



- Home
- All Events
- Online Events
- Organizers
- Meet SolarPVCOMPANIES
- Meet SolarPVPEOPLE
- Become a partner
- Contact us

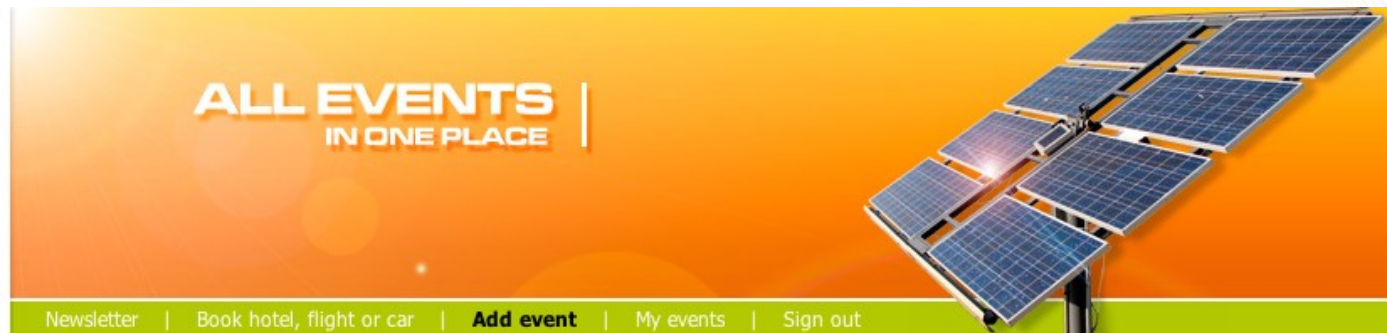
### Find your events

Browser powered by SHARP

Name

Organizer

From  



Newsletter | Book hotel, flight or car | **Add event** | My events | Sign out

### Add event: step 1

- 1. Event
- 2. Program
- 3. Description
- 4. Registration
- 5. Proceedings

Logo :  no file selected

Event name : \*

Short name (abbreviation) :

Is your event :  main event  sub event (related event)

Organizing company :

Contact details for this event :

Email :

Tel :

Fax :

Additional contacts :

You're logged in as:  
Your user name

- Mailbox
  - Inbox
  - Sent items
- My home
- Show My profile
- Edit My profile
- Privacy
- My Companies
- My Events
- Add event
- Sign out

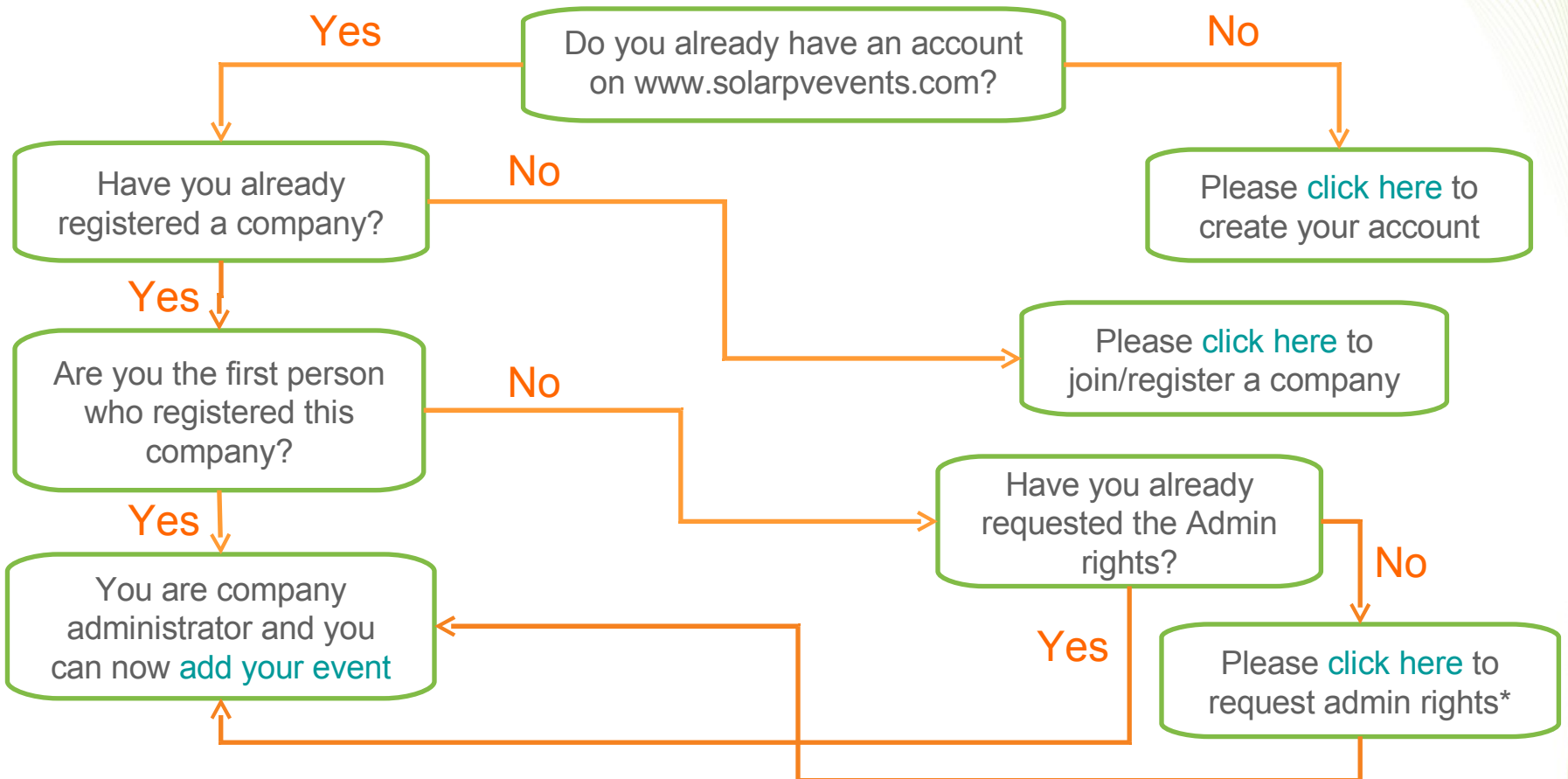




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# Any problems? Follow this scheme



\*As soon as you receive an email from the administrator of the company that you've been granted the Admin rights