

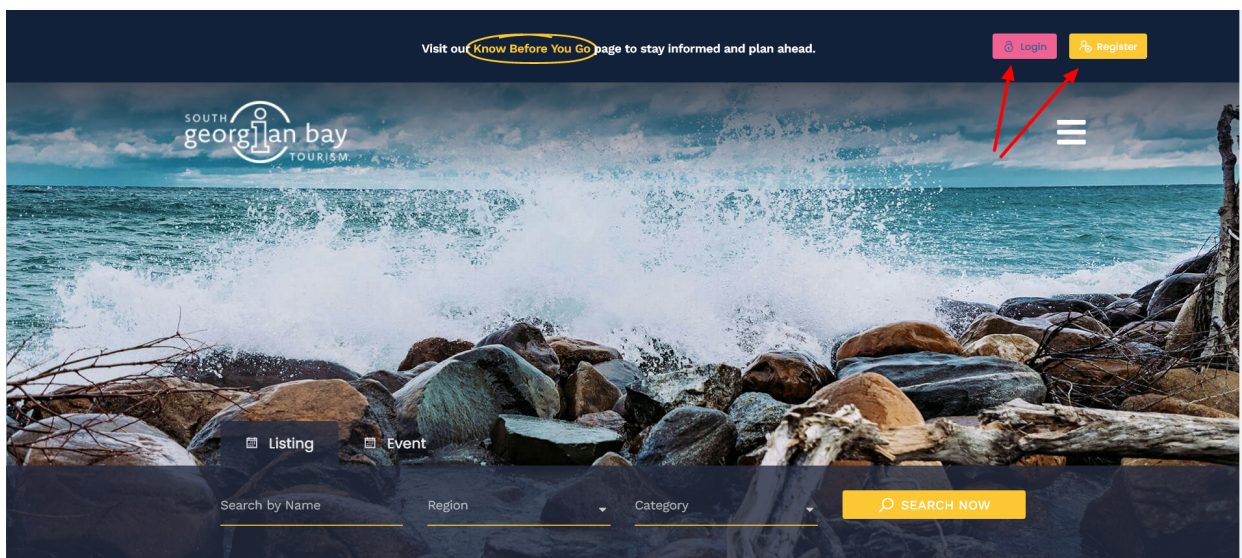


Submitting an Event

If you have already created an account on our website, click the **LOGIN** button. Once logged in, you are presented with a Dashboard. Use the links on the right side of the page to view or edit each feature. Click **EVENTS** to view your existing events, click the **ADD EVENT** button to add more events.

If you are adding your first event to our website and have not yet created an account....

1. Click the **REGISTER** button.

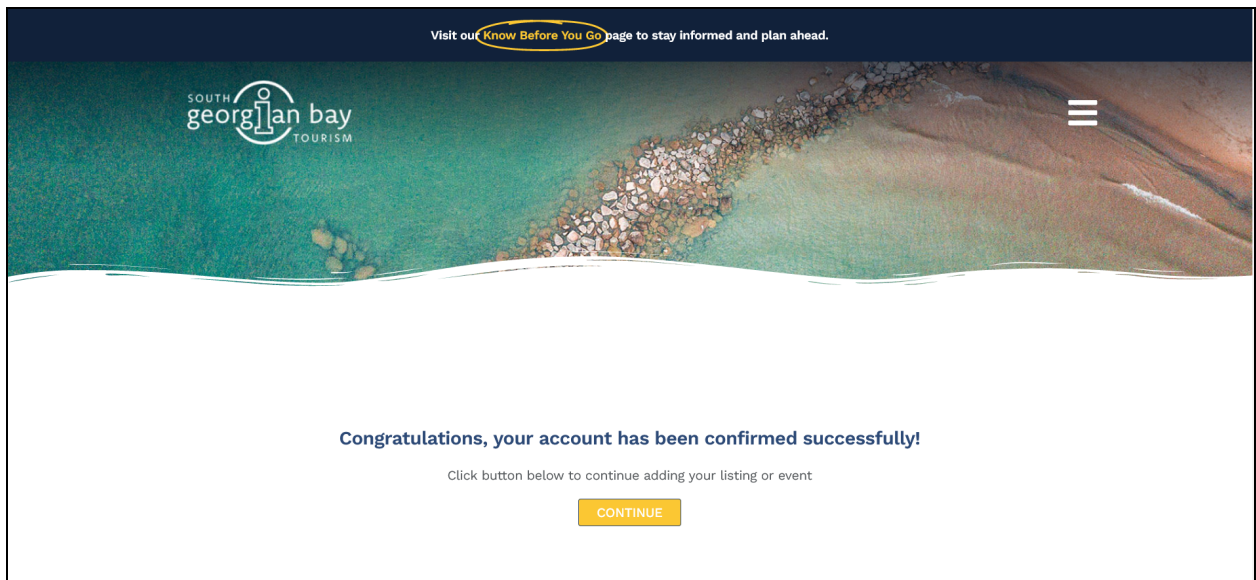


2. Create an account by submitting a username, email and password.
Note: You may now save your login credentials in your browser pop up (if applicable).

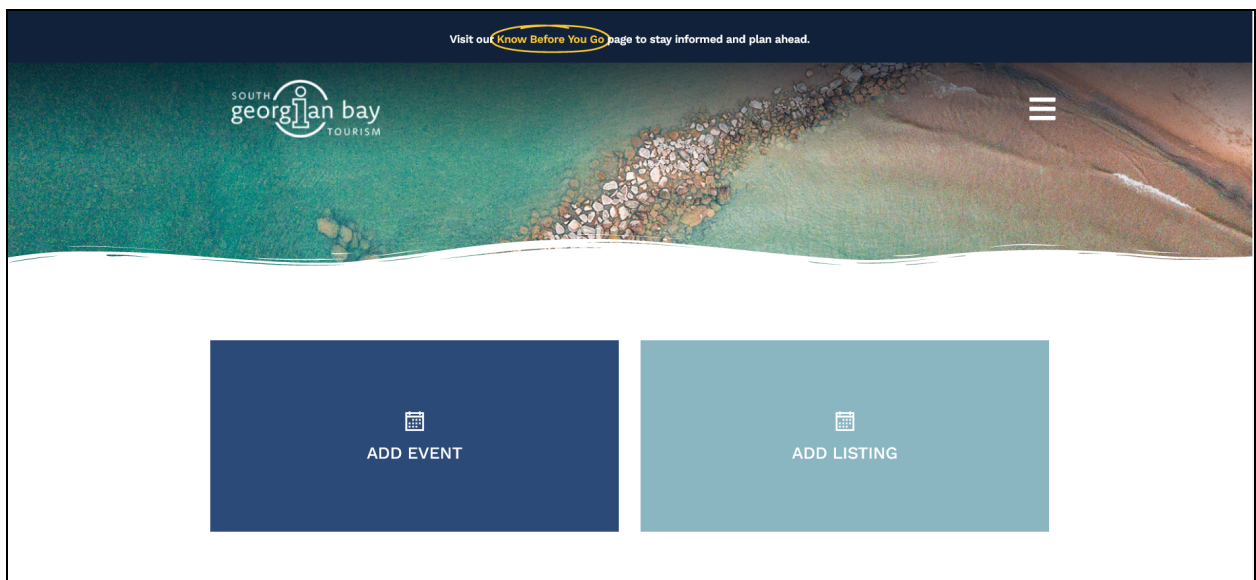
A screenshot of the "Create an account!" form on the website. The form has fields for "Username", "Email", and "Password". The "Username" field contains the text "michele123". Below the form is a red "REGISTER" button. To the right of the form, there is a welcome message: "Welcome to the South Georgian Bay Tourism website. Local tourism related businesses and organizations are invited to add a listing or an event. To start, please register to create an account, or login with your username and password. SGBT staff will review and confirm your submission." At the bottom of the form, there is a link that says "Login with username and password?".

- Next, check your email for the confirmation of your user account, click the link in the email message to confirm. A new page will open to confirm your account, click the CONTINUE button.

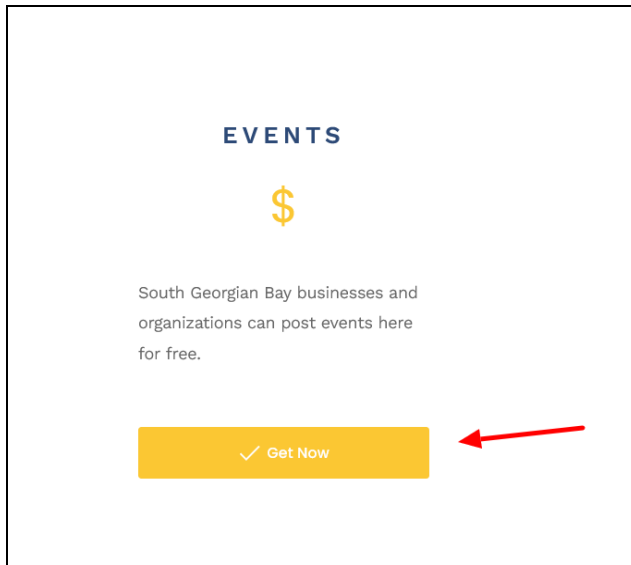
Note: Check your Junk folder if you don't receive the email



- Click ADD EVENT box.



5. Click the GET NOW button.



6. Add all your event details in the Event form, using the fields and selections provided.

The screenshot shows a form titled "EVENTS" with a wavy water header. The form is divided into two columns. The left column contains a list of fields: Event Title, Event Belongs To, Contact Information, Event Featured Image, Event Calendar, Event Address, Category, and Event Content. The right column contains the corresponding input fields for each of these items.

Field Name	Input Field
Event Title	Event Title
Event Belongs To	Listing Parent
Contact Information	Phone Website
Event Featured Image	
Event Calendar	
Event Address	
Category	
Event Content	

7. A preview of your event is displayed. Click EDIT LISTING to make changes. Click SUBMIT LISTING to finalize.



The image shows a preview of an event listing interface. On the left, there is a small yellow square button with a white upward-pointing arrow. In the center, there is a white rectangular box with a thin border. Inside this box, the word "DESCRIPTION" is written in bold, blue, uppercase letters, preceded by a small icon of a document with a checkmark. Below this, the text "Event description goes here." is displayed in a smaller, gray font. On the right side of the interface, there are two stacked buttons. The top button is yellow with a white pencil icon and the text "Edit Listing". The bottom button is pink with a white right-pointing arrow icon and the text "Submit Listing".

8. Your event has now been posted. SGBT staff will review and approve your event, at which time it will posted live on the website.