# 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.
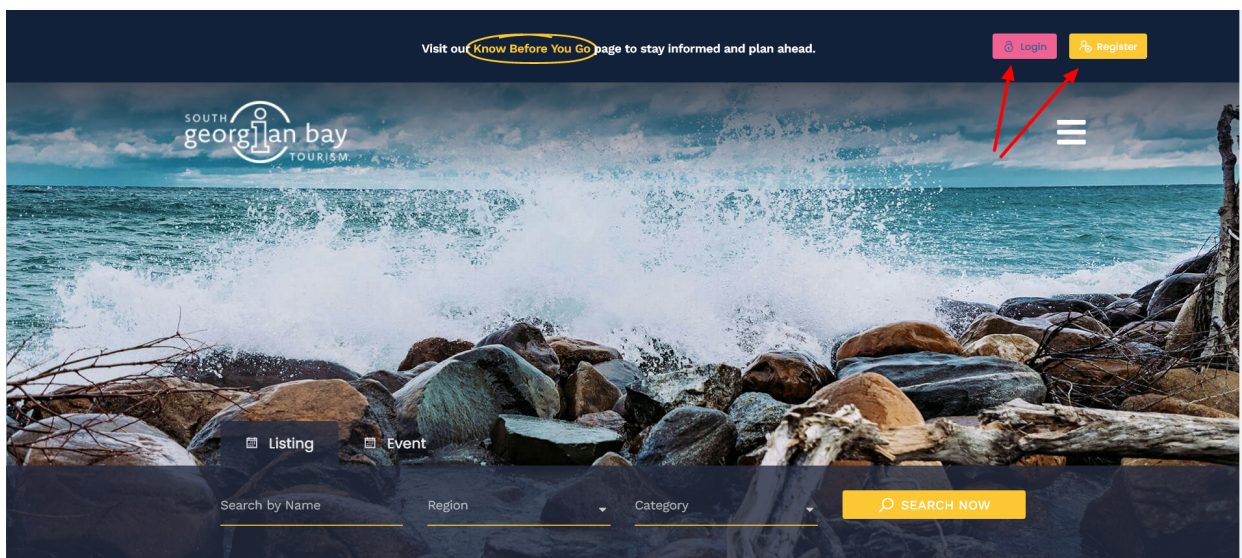
2. Create an account by submitting a username, email and password.
   Note: You may now save your login credentials in your browser pop up (if applicable).
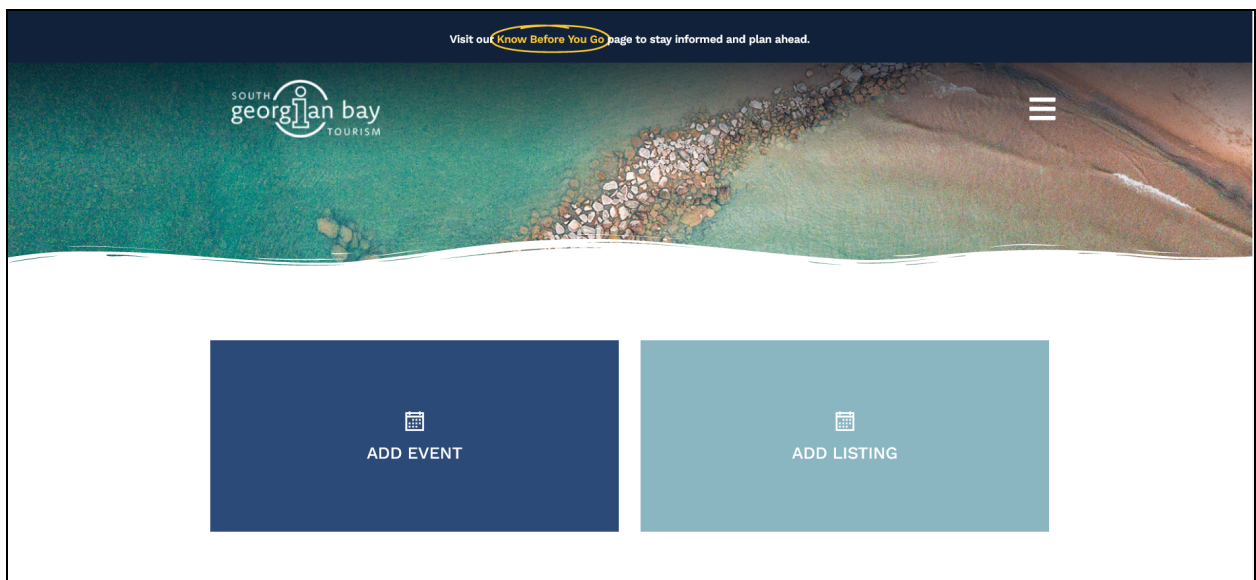
3. Next, check your email for the confirmation of your user account, click the link in the email message to confirm. A new page will open to confirm your account, click the CONTINUE button.
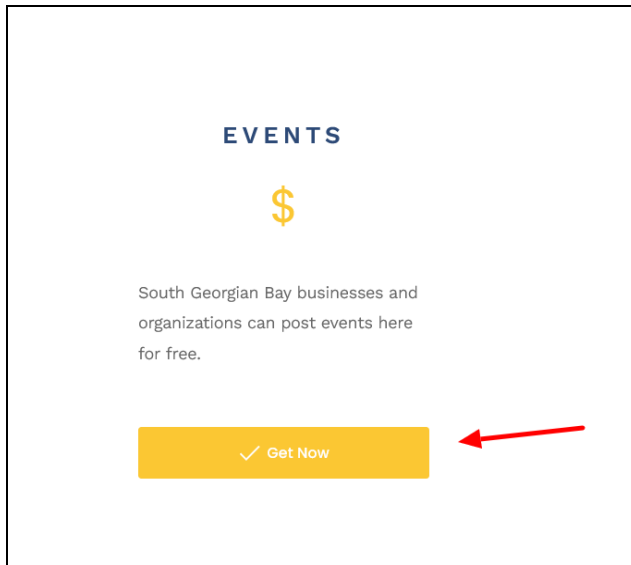*Note: Check your Junk folder if you don't receive the email*
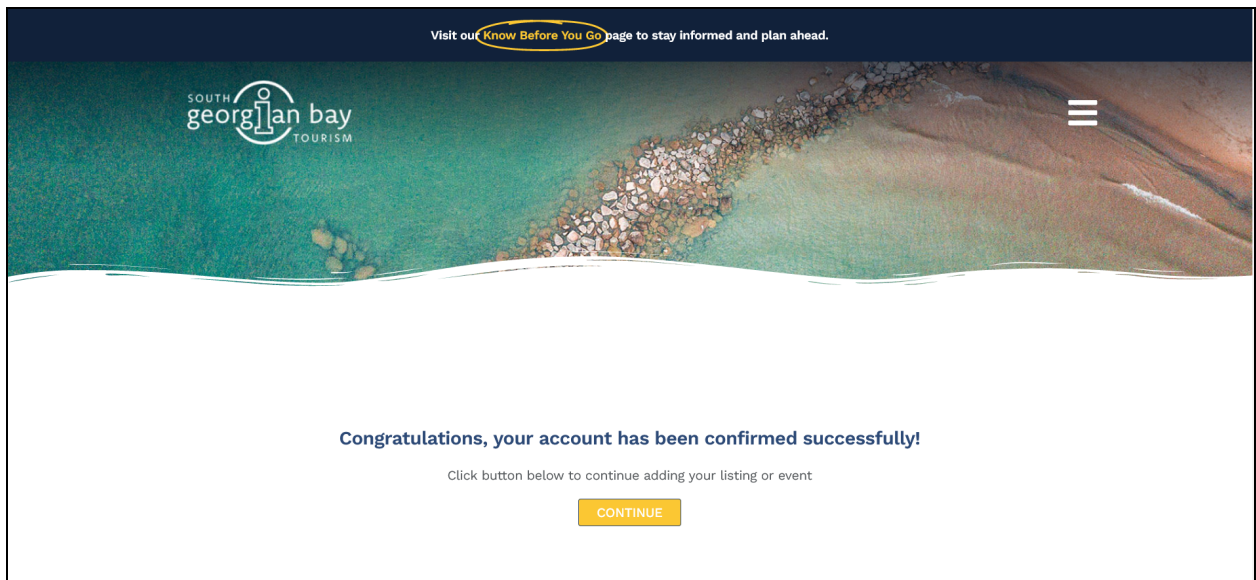
4. Click ADD EVENT box.

5. Click the GET NOW button.

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

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

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.