

Step-by-step guide to **EVENT REGISTRATION**

Register your events at the Culture Days website:

www.culturedays.ca/dashboard

Dashboard → Events Tab → New Event
↓
(located in the left-hand menu of your Dashboard)

- 1) Choose an event name
- 2) Select an event format
- 3) Write an event description
- 4) Enter event language(s)
- 5) Upload 1 to 4 images (JPEG or PNG)
- 6) Enter the date(s) and time(s)
- 7) Enter the event location
(Pick a spot on the map and add the address)
- 8) Enter the event organizer's name, description and type
- 9) Add any additional contact information (email and phone)
- 10) Add relevant URL links
- 11) Enter relevant Social Media profiles
- 12) (Optional) Add event partners
- 13) (Optional) Select event tags

If your event takes place on September 30th and/or uses the Truth and Reconciliation tag, you will be asked a few additional questions

- 14) Select relevant accessibility details
- 15) (Optional) Enter target audience
- 16) Select Free or Pay What You May
- 17) Submit your event!

After submitting, your events will be queued for a maximum of 48 hours to be reviewed before it is published