

# Event Registration

Make sure your event meets all of our criteria before starting

Dashboard

Events

Create Event

The 4 event types:  
In Person, Livestream,  
Self-Guided, Digital Recording

Carefully read  
the uploading  
instructions

Choose your  
event name,  
type and write a  
description

Make it  
clear and  
concise!

You can crop and rotate your  
image once it is uploaded

Upload an image

\* Any field with an  
asterix must be filled  
in for the event to be  
registered

Choose a date(s)  
and time(s)

You can choose up to 6

Choose tags  
(up to 4)

This is a great way to link the  
public to your own website!

Add links

Type in the name of the  
place where your event  
is happening, the  
address and any  
relevant directions to  
help people get there

Location  
(place name,  
address,  
directions)

Again, keep  
it clear and  
concise!

Write your  
organizer name  
and description

If you are the only  
contact, make sure  
the info in your  
account is up to date

Add any  
additional contacts

This will keep your event  
drafted in your dashboard  
so you can go back and  
edit it before you are  
ready to publish it

Last details  
(language,  
accessibility info,  
pay-what-you-may)

This will put your  
event in queue for  
review. If all looks  
good, it will be  
published within 24h

SAVE or PUBLISH

(You can always edit your  
event after publishing!)