

How to register events

1. Use our search tool (Find Events) to see if your event has already been registered. (See below for instructions on how to find events)
2. If your event is not there, click Submit Event and create a new account if you don't have one.
3. Once you create your account, you will see the registration screen. If this is not the first time that you use the registration tool, once you log in you will see a screen with "My history"; on the left-hand menu, you will see a link to "Create Content". Click there, and choose "Create an Event".
4. Fill in the event information. Here are some tips:
 - a. Try to include the city in the event's name (it will make it easier to search by keyword)
 - b. Pick the type of event from the drop-down menu. This will help us categorize the events and better communicate with you!
 - c. If your event happens on different days, make sure to click that box.
 - d. Include your contact information in the description of the event.
 - e. When you introduce the location (including zip code), click "update map" so the event shows on the Google map.
 - f. If you have a URL for the event or your organization, please add it to people can visit your site!

How to find events

1. Click "Find Events"
2. You will see 3 tabs with 3 options: find events, find by date and find by location. If you want to know what is going on in a specific city or part of town, use the search by keyword under the "Find events" tab. If you want know what's going on around the world on a certain date, use find by date. If your interest is more regional, search by location (you can choose how many miles around a location you want to search.)
3. Introduce your search terms and click "search"
4. We are cleaning up the database to eliminate 2008 events, but some may fall through the cracks. Please be sure that the event you are looking at is not one from last year.