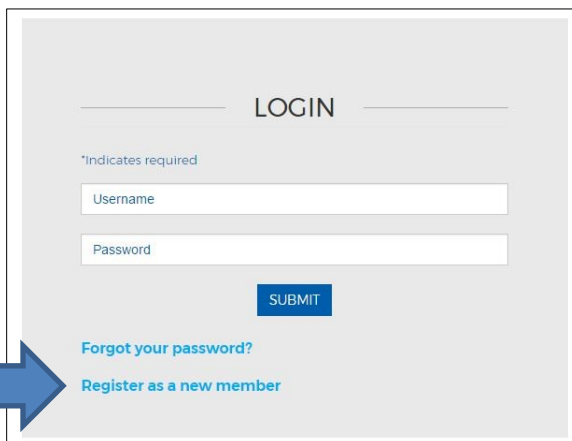


ADD YOUR EVENT TO EXPERIENCE JACKSON'S COMMUNITY CALENDAR

Login

1. Go to <http://www.experiencejackson.com/calendar/login>
2. If you already have an account, login. If you are new to the site, you will need to [create an account](#).

A screenshot of the login page titled "LOGIN". It features two input fields: "Username" and "Password". Below the fields is a blue "SUBMIT" button. At the bottom, there are two links: "Forgot your password?" and "Register as a new member". A blue arrow points from the left towards the "Register as a new member" link.

LOGIN

*Indicates required

Username

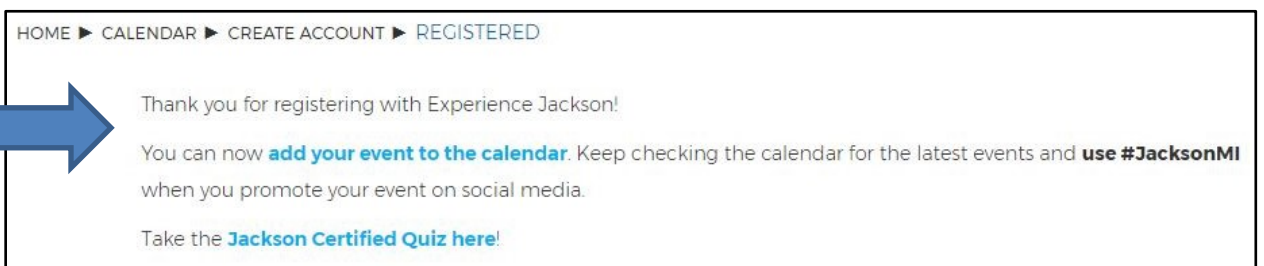
Password

SUBMIT

[Forgot your password?](#)

[Register as a new member](#)

3. Once you have created an account, click on **add your event to the calendar**. If you already had an account, select **Add New Event**; refer to page two for instructions on filling out the event submission form.

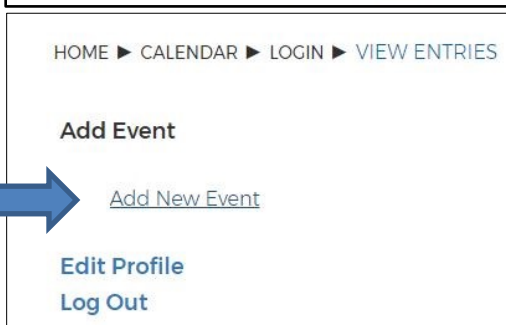
A screenshot of the registration confirmation page. The breadcrumb trail at the top reads "HOME ► CALENDAR ► CREATE ACCOUNT ► REGISTERED". The main text says "Thank you for registering with Experience Jackson! You can now **add your event to the calendar**. Keep checking the calendar for the latest events and **use #JacksonMI** when you promote your event on social media. Take the **Jackson Certified Quiz here!**". A blue arrow points from the left towards the "add your event to the calendar" text.

HOME ► CALENDAR ► CREATE ACCOUNT ► REGISTERED

Thank you for registering with Experience Jackson!

You can now **add your event to the calendar**. Keep checking the calendar for the latest events and **use #JacksonMI** when you promote your event on social media.

Take the **Jackson Certified Quiz here!**

A screenshot of the user profile menu. The breadcrumb trail at the top reads "HOME ► CALENDAR ► LOGIN ► VIEW ENTRIES". The menu items are "Add Event", "Add New Event", "Edit Profile", and "Log Out". A blue arrow points from the left towards the "Add New Event" link.

HOME ► CALENDAR ► LOGIN ► VIEW ENTRIES

Add Event

[Add New Event](#)

Edit Profile

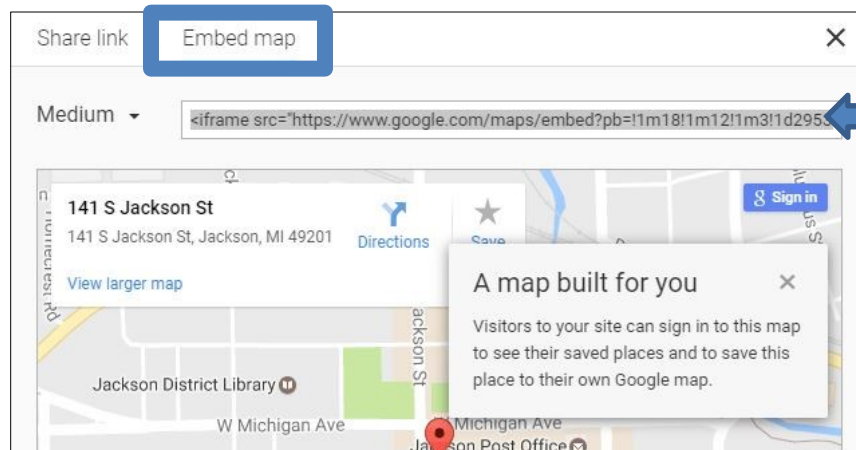
Log Out

Filling out the form

1. Fill out the form with all the necessary information. **Blue *** indicates that the information is required.
2. **Google Map Embed Code**
 - a. In another window, go to <https://www.google.com/maps> & search for the address of the event.
 - b. Select the Share button. See image below.



- c. Select **Embed map**, copy the URL, and paste it into the event **Google Map Embed**.



3. Select the **Publish** button on the bottom of the form.

Your event will be approved by Experience Jackson staff before it can be added to the calendar; this can take up to **3 business days**. If you have any questions or issues logging on to submit your event, please call our office at 517-764-4440.