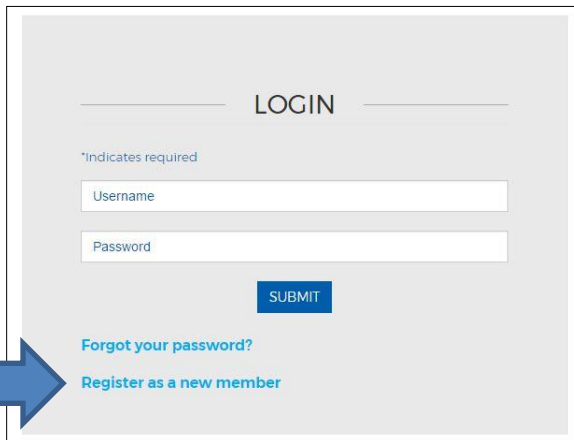


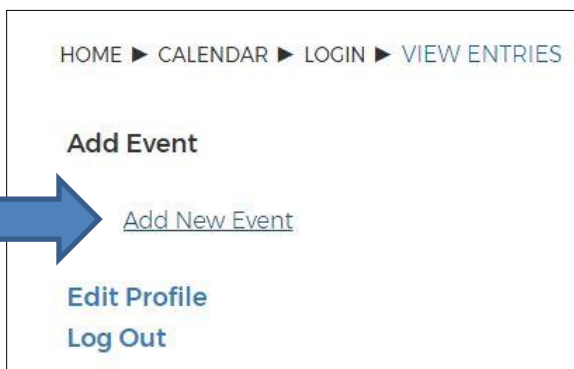
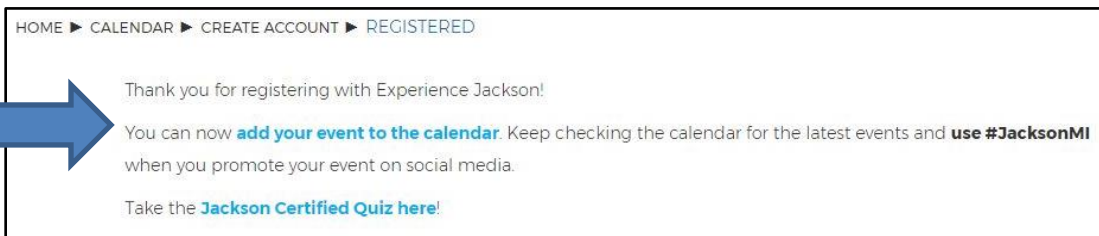
How to Submit your Event to Experience Jackson's Calendar

Login

1. Got 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 [Register as a new member](#).

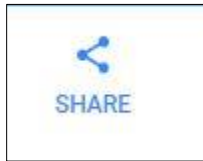


3. Once you have created an account, click on **add your event to the calendar**. If you already had an account, select **Add New Event**; refer to page two for instructions on filling out the event submission form.

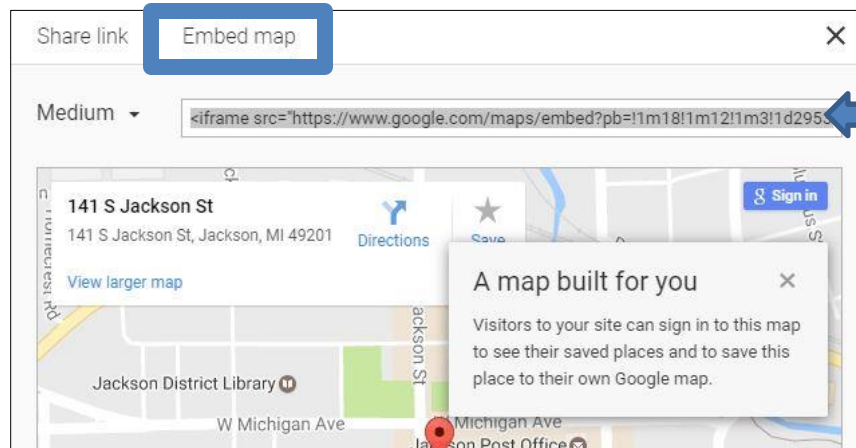


Filling out the form

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 location 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 must 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 have any issues logging on to submitting your event, please call our office at 517-764-4440.