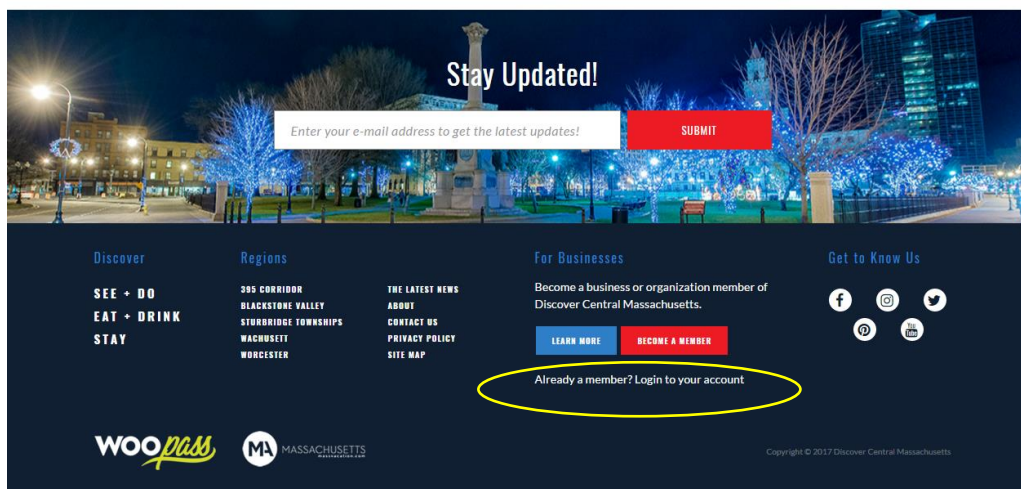




Entering Events into the Discover Central Massachusetts' Events Calendar-Non-Members



1. Go on the discovercentralma.org website and scroll to the bottom of the page. To only enter events into the calendar and not become a Discover Central MA member click *Already a member? Login to your account*.

Sign in to Your Account

Email Address

Password

Forgot your password?
[Forgot your password?](#)

LOGIN

Create an Account

First Name

Last Name

Email Address

Email Address Confirm

Password



2. You will be directed to this page. Fill out the information to Create an Account.

The screenshot shows the 'Membership Management (Katie Test)' page. The top navigation bar includes the Discover Central Massachusetts logo, regional links (395 Corridor, Blackstone Valley, Sturbridge Townships, Wachusett, Worcester), and buttons for 'MEET HERE' and 'CONTACT US'. Below the navigation are menu items 'SEE + DO', 'EAT + DRINK', and 'STAY', along with social media icons. The main content area is divided into several sections: 'Locations' (Manage your business profiles or locations, Update information, photos and more, [Manage My Locations](#)), 'Users & Accounts' (Manage the users who have access to your Discover Central Massachusetts business profile, [Manage My Users](#)), 'Events' (Post events and happenings directly to the Discover Central Massachusetts events calendar, [Manage My Events](#)), 'Billing & Subscription' (View and manage your subscription and billing information, [Manage Billing & Subscription](#)), and 'Update My Account' ([Update your account information](#)). At the bottom, there is a link for 'Have a question about your Discover Central Massachusetts business profile?' with a note to contact support for help.

3. You will be redirected to this page where you can post events. Select *Manage My Events* to enter events into the calendar.

The screenshot shows the 'Create Event' page for Katie Rozenas. The top navigation bar is identical to the previous page. The main content area features a 'Create Event' section with a red 'MANAGE EVENTS' button in the top right. Below the heading are three input fields: 'Event Name', 'Event Start Date', and 'Event End Date'. At the bottom of the form is a red button labeled 'CREATE EVENT & CONTINUE'.

4. Enter in the name and dates of your event and click create event & continue



Membership Management (Katie Test) [BACK TO MY ACCOUNT](#) [SIGN OUT](#)

Edit Event MANAGE EVENTS

Event Information

Event Name <input type="text" value="Test1"/>	Event Image <input type="button" value="Choose File"/> No file chosen
Event Summary: <input type="text"/>	Event Description: <input type="text"/>
Event Info URL <input type="text"/>	Event Ticket URL <input type="text"/>
Please select event category <input type="text"/>	Event Ticket Phone Number <input type="text"/>

5. Enter in all other relevant information and an image that is under 690 pixels. You can resize your image in Paint if you need to. Please feel free to call the office if you have any questions at 508-753-1550!