

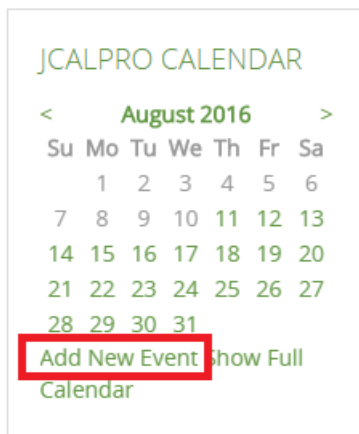
VISIT NEW HAVEN

Creating an ID

1. Complete the online form: <http://www.visitnewhaven.com/partners/new-user>
2. Your submission will be reviewed and you will be emailed a password.

Adding an Event

1. Access the calendar from this link to access the administrative functions
<http://visitnewhaven.com/things-to-do/events-calendar>
2. Login
3. Click create new event from the sidebar calendar



4. In the body of the listing, please include description, location, phone number and website. Please do not use the Location field as it is not functioning correctly. You can paste text by right clicking and selecting paste.
5. The following fields are required
 - a. Primary category
 - b. Spam protection – the Captcha check box is now required
6. New functionality
 - a. Select multiple categories (please limit your selections to two relevant categories)
 - b. Editing of events under your ID is permitted.

If you have any questions, please email info@visitnewhaven.com.