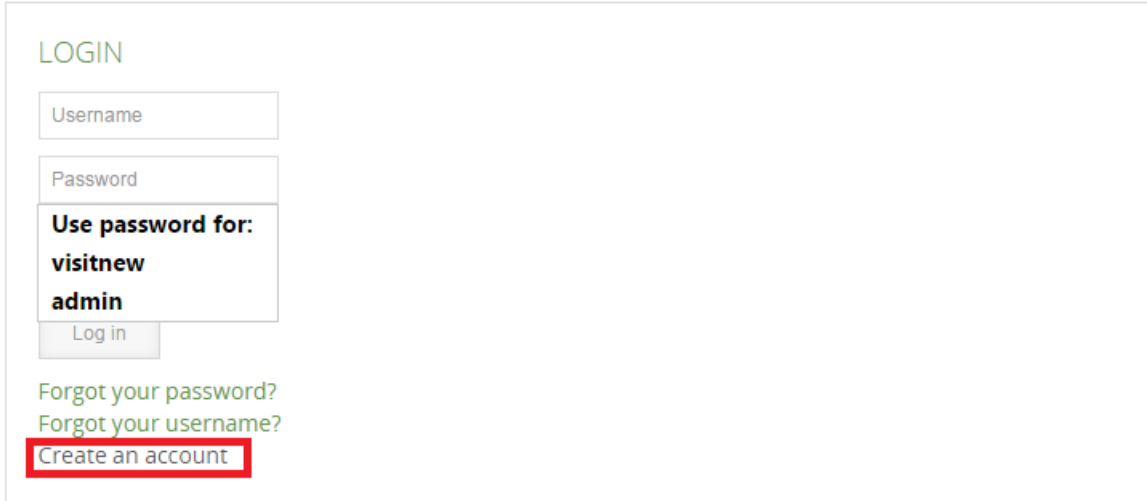


## Creating an ID

1. Create user ID from this link  
<http://visitnewhaven.com/things-to-do/events-calendar>
2. Scroll to the bottom of the page and click on Create an Account



LOGIN

Username

Password

**Use password for:**  
**visitnew**  
**admin**

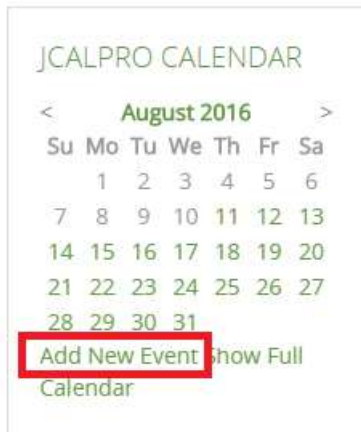
Log in

Forgot your password?  
Forgot your username?  
**Create an account**

3. Complete all of the fields
4. The Calendar Emails field is optional. The system can send automatic emails updating the status of your event.

## 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



JCALPRO CALENDAR

< August 2016 >

Su Mo Tu We Th Fr Sa

1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 31

**Add New Event** show Full  
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 category (please limit your selections to two relevant categories)
  - b. Editing of events under your ID is permitted.

If you have any questions, please contact Barbara Malmberg ([barbaram@visitnewhaven.com](mailto:barbaram@visitnewhaven.com)) or Monica Santiago ([msantiago@edcnewhaven.com](mailto:msantiago@edcnewhaven.com))