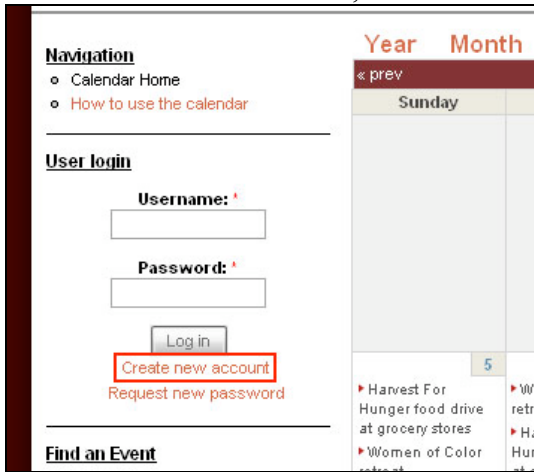


How to use CalendarOfOhio.com

Create An Account:

1. From CalendarofOhio.com, click the “Create new account” link.



2. Select the type of account you would like.

Create new account

Please choose a user type

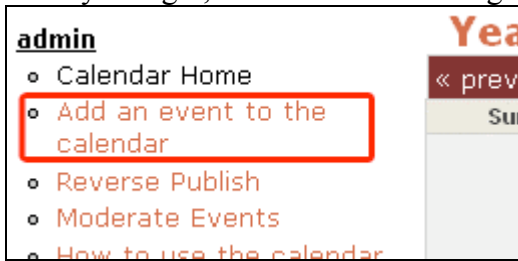
- **Calendar of Ohio Partner**
Publish events immediately to the Web. Account approval required. This type of account is reserved for non-profits, schools, chambers of commerce and other approved calendar partners.
- **General Account**
Submit events any time for publication following review by an editor.

3. Fill out the form and click the “Create new account” submit button.
4. If you sign up for a general account, you will receive a confirmation e-mail containing your username and password.
If you apply for a partner account, we’ll review your request and notify you. After your account is approved you will receive a confirmation e-mail with your username and password.

Note: After you login for the first time, you will need to change your password. This can be done by clicking the “My Account” link in the left hand navigation.

How to post an event:

1. After you login, In the Left hand navigation, click “Add an event to the calendar”



2. Fill out the **Title**, **Description** and **Cost** fields.
3. In the **When** field select the date from the dropdowns.
 - a. (optional) If yours is a repeating event:

- i. Click the “Repeat” link under the date field.

 A screenshot of the 'When' date selection form. It features five dropdown menus for 'Month', 'Day', 'Year', 'Hour', and 'Minute', followed by 'am/pm' dropdowns. The selected values are: Month: Nov, Day: 12, Year: 2008, Hour: 3, Minute: 00, and pm. Below these fields is a 'Repeat' button with a right-pointing arrow, which is highlighted with a red rectangular box.

- ii. Select a **Frequency**, **Period** and **Until** date from the drop downs.
4. Select the **End Date and Time** from the dropdowns.
 5. In the Address section enter the **Name**, **Address**, **City**, **State**, and **Zip Code** of the venue or location of the event.
 6. Click the “Save” button.
 7. If you have a general account, your event will be published on the calendar after it is reviewed by an editor. You will receive a confirmation e-mail when it is approved or denied.
If you are a Calendar of Ohio Partner, you should see your event on the calendar right away.