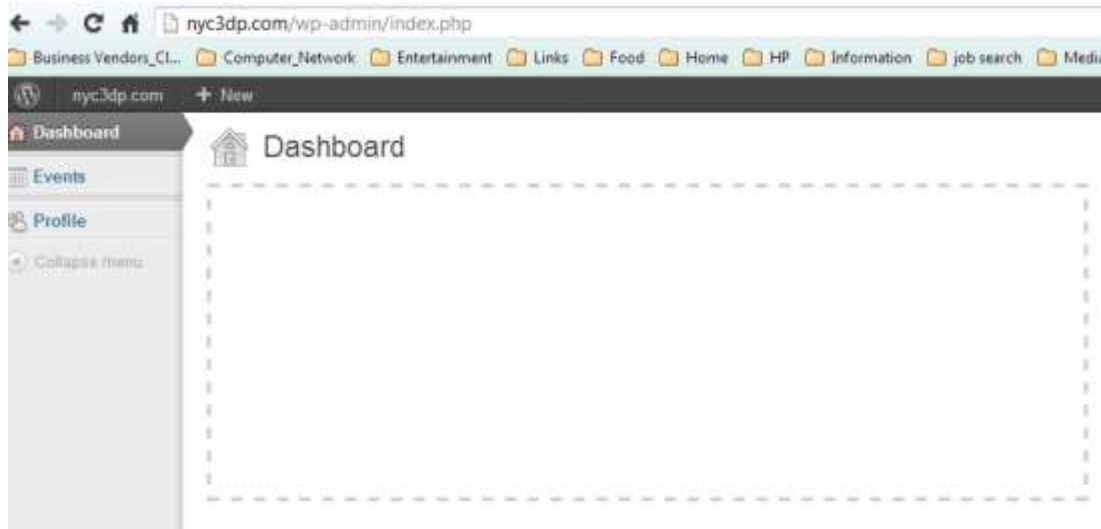
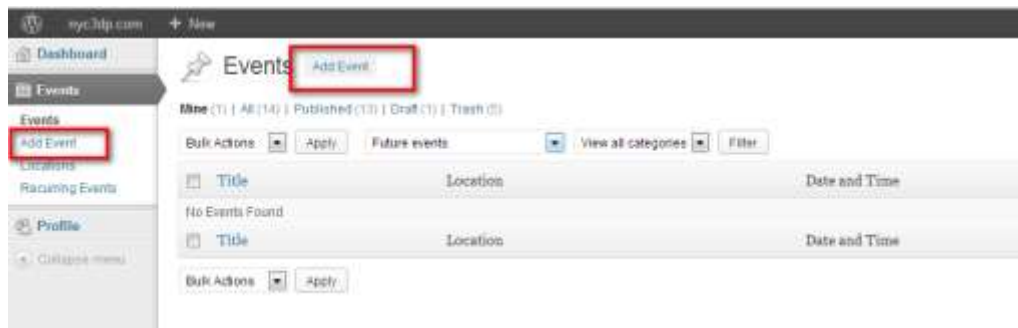


How to Post an Event to the NYC3DP Website

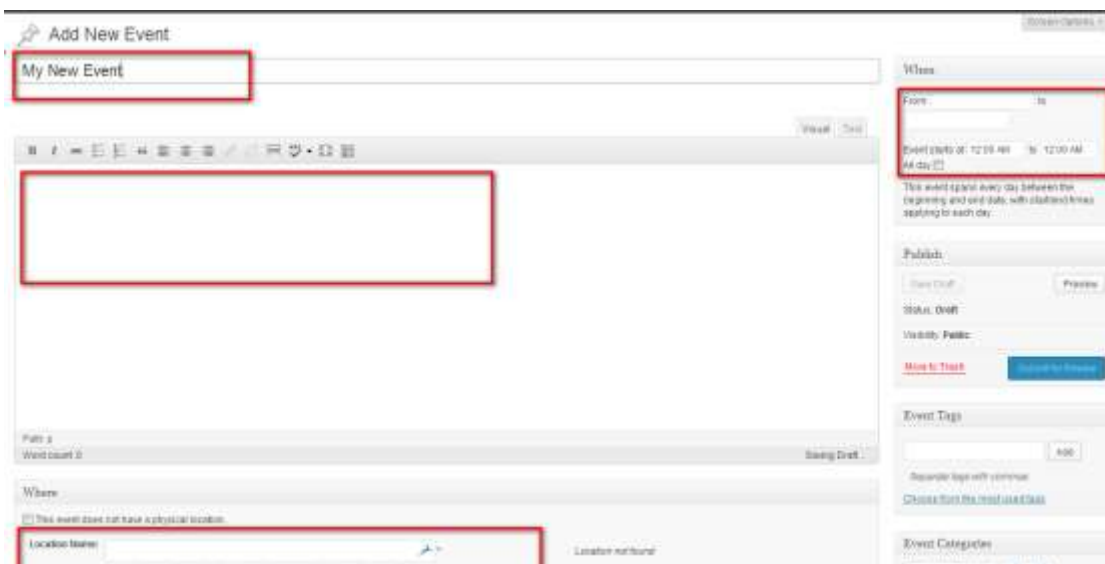
1. You must be a subscriber to the site to post events. To register, go to the bottom of any webpage and complete the registration information.
2. Once you receive your site registration, login into the website from the bottom of any webpage.
3. You will see a screen that looks like this:



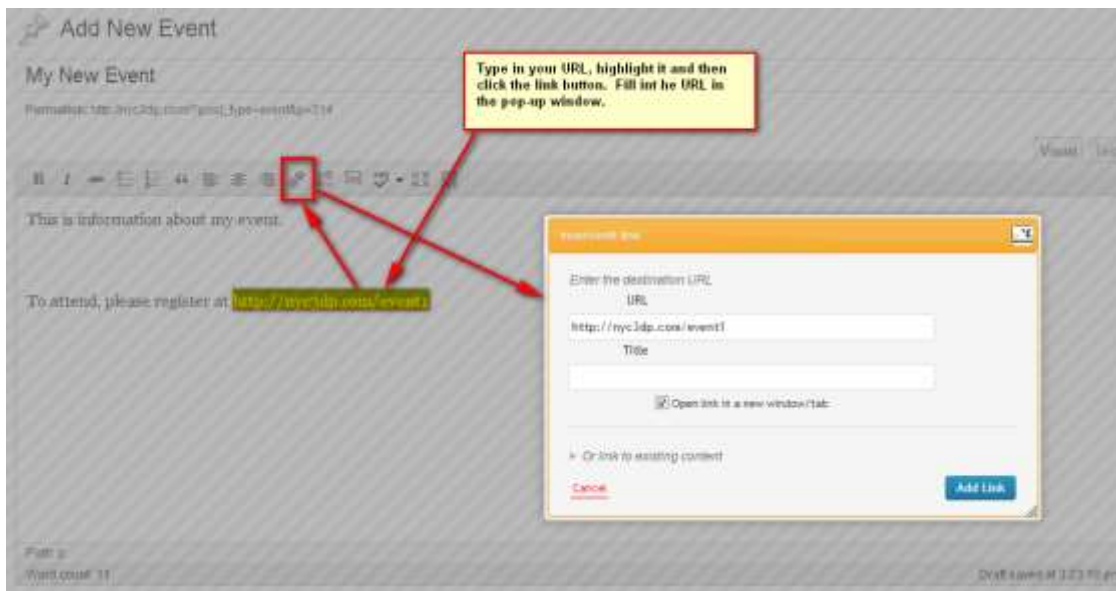
4. Select **Events** on the top left.
5. Select **Add Event** either from the menu on the left or at the top.



6. Fill in the Event title, description, location, date(s) and time(s).



- It is best to add a URL with a hyperlink to your website – especially if you are requiring people to register for the event. Do this by adding the website URL to the description section and adding a hyperlink to your URL. See the example below.



- Once you are done, click the **Submit for Review** button on the right. Your event will be sent to our administrators and published on the site within 2 business days. If there are any issues with your event, we will contact you.

