

Event Registration

Make sure your event meets all of our criteria before starting

Dashboard → Events → Create Event

The 4 event types:
In Person and Online

Choose your event *
name, type and
write a description

Make it clear
and concise!

Carefully read
the uploading
instructions

You can crop and rotate your
image once it is uploaded

Upload an image *

You can choose up to 6

* Any field with an
asterix must be filled
in for the event to be
registered

Choose a date(s)
and time(s)

September 30th is reserved
for events organized to
commemorate the National
Day for Truth and Reconciliation

Choose tags
(up to 4)

This is a great way to link the
public to your own website!

You can use the
map to choose your
location by drag-
ging the pin or
typing in an
address

Add links

Type in the name of the
place where your event is
happening, the address
and any
relevant directions to help
people get there

Location *
(place name,
address,
directions)

You can choose one of
your saved Venues to
auto-fill these fields.

You can choose one of your
saved Organizer Profiles to
auto-fill these fields.

Write your
organizer name and
description *

Again, keep
it clear and
concise!

If you are the only
contact, make sure
the info in your
account is up to date

Add any
additional contacts

This will keep your event
drafted in your dashboard
so you can go back and
edit it before you are
ready to publish it

Last details
(language,
accessibility info,
pay-what-you-may)

This will put your
event in queue for
review. If all looks
good, it will be
published within 48h

SAVE or PUBLISH

(You can always edit your
event after publishing!)