

## Directions for adding your event to vermontvacation.com

1. Go to vermontvacation.com and click on Events Calendar in the top menu.

Scroll ALL THE WAY down to the bottom menu to MANAGE YOUR EVENTS and either 2. Create an account (you must have an account if you want to add an event) or add an event.

**IMPORTANT:** After you create an account, you will find yourself back on the events page as if nothing has happened.

3. Scroll back down to the bottom of the page to MANAGE YOUR EVENTS and this time click on “add an event”.

4. Event Name: VT Open Studio Weekend: Your Biz Name.

5. Event Description: You will have **only 270 characters** (this sentence used 80 characters as an example). So don't duplicate the information you have already entered.

6. Address: The physical address of your studio.

7. **Ignore the Venue pull down menu, and the Owner pull down menu.** They don't apply to our listings.

8. Call to action: You can list our website or yours, but we are suggesting that you add ours. <https://www.vermontcrafts.com/visit-open-studio/>

9. Categories: Choose Vermont Open Studio Weekend & Arts & Culture.

10. Image: Choose a colorful image that will entice people to visit you.

11. Look for the confirmation email and see your listing in about 3 days.