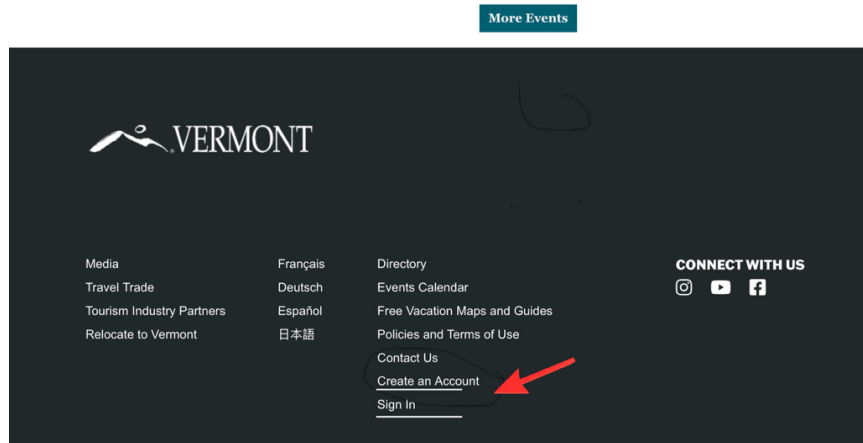


Step-by-Step Instructions

1. Go to the Vermont Tourism Site – vermontvacation.com
2. Scroll all the way to the bottom of the page and click **events calendar**.
3. On the next screen, at the bottom of that page, click **Create an Account or Sign In**.



Next window:

LOG IN

Email

Password

Remember me

[Forgot your password?](#)

LOG IN OR CREATE AN ACCOUNT TO SUBMIT AN EVENT OR LISTING.

HAVE QUESTIONS?

Email info@vtchamber.com with any questions on submitting a Directory listing.

Email ACCD.VDTMEvents@vermont.gov with any questions on submitting an Event.

Next window:

WELCOME TO YOUR VERMONTVACATION.COM ACCOUNT

From here, you can submit new listings or events for review and track what you've already submitted.

GET STARTED

SUBMIT A NEW LISTING

Submit your business, attraction, or experience for review and inclusion in the VermontVacation.com Directory.

Submit Listing

SUBMIT A NEW EVENT

Submit an upcoming event for review and inclusion in the VermontVacation.com Events Calendar.

Submit Event

5. Add a New Listing or a New Event (They are different)

Here's how: This is a joint registration for the Chamber of Commerce and the Vermont Department of Tourism for the use of people from out of state who are planning trips to Vermont. The site is intended to help people decide what to do and to make lodging registrations.

Listings are open only to those businesses that have dependable "open" hours. They can be seasonal and limited, but they must be dependable.

Events can be one-time events.

Tourism staff are used to people completing the "wrong" registration and they will sort this out so don't worry.

Event Name – Be sure to include Open Studio Weekend or Open Studio

Description

Visit a working ceramic studio during Vermont Open Studio Weekend. See new work, demonstrations, and meet the artist.

You will have a character limit.

Dates & Times

- Start date
- End date
- For both Saturday and Sunday

Location Enter the address where you will be.

Add Links

- Your website (or you can use your Vermont Crafts Council member page). Social media links are not allowed.

Categories

Choose the most relevant categories, such as:

- Arts & Culture
- Performing Arts
- Open Studio Weekend
- Shopping

Upload an Image – There will be a size limit and you won't be able to exceed it.

- Bright, colorful image – A human making something is better than a product shot
- Consider how this will look on a page full of other photos.
- Photo credit – If no professional photographer took this picture you can add yourself here.
- Horizontal orientation works best
- Logos not allowed
- You will have to agree to let Tourism and Marketing and the Vermont Chamber of Commerce use your image in their marketing – they probably won't...

Submit the Event

Your listing does not appear immediately. Vermont Tourism reviews submissions first. Approval may take a few days. You will be notified when it is approved.

Call or email Vermont Tourism staff if you are having problems.