SHARE YOUR EVENTS ON MICHIGAN.ORG

Step 1: Request an Account

- Go to **extranet.michigan.org**

- Click on **"Request a new account"**

- Complete a user profile on the **"Register for an Account"** page

- Click on **"Register"**

Step 2: Approval & Password Reset

- Upon approval, which may take up to 24 hours, you will receive a computer-generated email with a link to finish the process

- Click on the email link to reset your password and log in

Step 3: Log In & Add Your Event

- After logging in, your Dashboard will display

- Click the **"+"** button in the top right of the header

- Select **"New Event"**

- Complete the **"Add Event"** form

- Click **"Create"**

Step 4: Add Additional Photos

- In the left-hand navigation, click on **"Photos"**

- Drag and drop files into the window for upload

- Photos must be 1200 pixels and horizontally orientated (16:9 is the preferred aspect ratio)

- Click **"Edit"** in the top right-hand corner of the photo box to add a caption and Alt Text before assigning it to your event listing

Step 5: Update or Edit Event

- From your Dashboard, click **"Events"** to find your list of published events and select **"Edit"** on the event you wish to update

- Select the appropriate section in the left-hand navigation including contact information, hours and rates, categories, amenities and descriptions.

- This request may take up to 24 hours and requires MEDC's Travel Michigan staff approval

GUIDELINES FOR EVENTS

1. Event must attract travelers from outside the community's vicinity and be tourism related

2. Event must be open to the public

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ESTABLISH YOUR SMALL BUSINESS PAGE ON MICHIGAN.ORG

Step 1: Request an Account

- Go to **extranet.michigan.org**

- Click on **"Request a new account"** and complete a user profile

- Click on **"Register"**

Step 2: Approval & Password Reset

- Upon approval, which may take up to 24 hours, you will receive a computer-generated email with a link to finish the process

- Click on the email link to reset your password and log in

Step 3: Log In & Add Your Business

- After logging in, your Dashboard will display

- Click **"+"** button in the top right of the header

- Select **"New Listing"**

- Add your image to your account listing

- Complete the **"Add Listing"** form

- Click **"Create"**

Step 4: Add Additional Photos

- In the left-hand navigation, click on **"Photos"**

- Drag and drop files into the window for upload

- Photos must be 1200 pixels and horizontal (16:9 is the preferred aspect ratio)

- Click **"Edit"** in the top right-hand corner of the photo box to add a caption and Alt Text before assigning it to your business listing

Step 5: Update or Edit Listing

- From the Dashboard, click **"Listings"** to find your list of published listing and select **"Edit"**

- Select the appropriate section in the left-hand navigation including contact information, hours and rates, categories, amenities and descriptions

- This request may take up to 24 hours and requires MEDC's Travel Michigan staff approval

GUIDELINES FOR BUSINESS LISTING

1. Business must attract travelers from outside the community's vicinity and be tourism related

2. Business must be open to the public

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