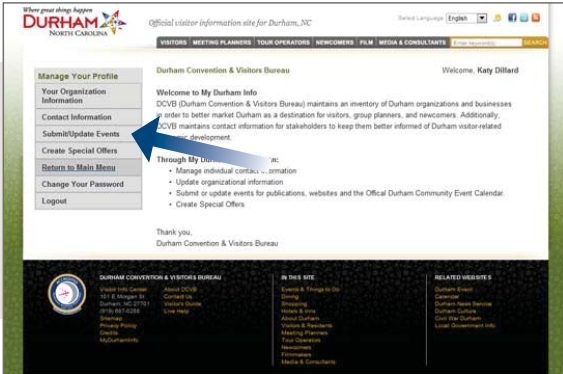
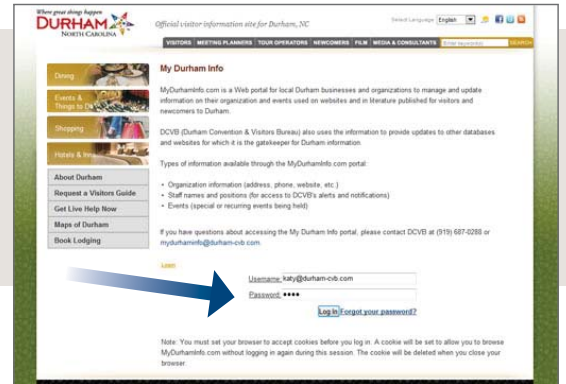


How to submit an event to the Official Durham Community Event Calendar:

1 Visit www.mydurhaminfo.com

2 Enter username (your email address) and password (provided in email by DCVB) to log in.

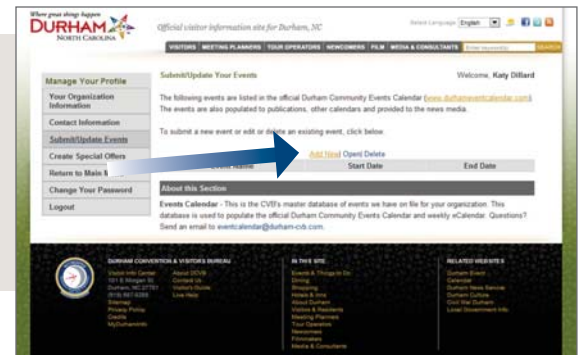
If you do not remember your username, please click the link for "forgot your password"



3 Once you have clicked the "Log In" button, select "Submit/Update Events" on the next screen.

4 Click "Add New" to create a new event. A new window will pop open with the form you need to fill out.

(If your organization already has events in the calendar, they will be listed here and you can make edits to them at any time by selecting the event and clicking open.)



Enter the start and end dates for your event.

Choose the contact name from the drop down. If contact is different than listed, enter the name and phone number in spaces provided.

Where it says URL, enter your website or a web address specific to your event.

Enter event details and description in the space provided, including detailed event times if needed.

Select location district to assist with web searches.

Add Your Event to dcvb.durham.nc.us

* Event Name:

Enter Date Range(s): Start Date End Date

Hours: Price:

Contact Person: Web Display Date(s):

Organization: Contact Name:

Published Phone #: For More Information:

URL: Ticket/Cost info:

Ticket URL:

Graphic URL:

Logo URL:

Market: Source:

* Address:

* Event Description:

Time:

* Select Keyword Categories:

Event will take place in Durham County

Select Event Location:

East Central Durham Durham Northwest Durham

West Central Durham I-40 Southeast Durham

Downtown I-85 Southwest Durham

Downtown area Northeast Durham

Select Event Types:

Local/Regional Interest Events Festivals Performing Arts

Conventions/Meetings/Exhibitions Visual Arts Museums

Concerts History Related Nature/Outdoor Activities

Heritage/Ethnic/Folk Lifestyle/Hobby Nightlife

Dining Holiday Related Science

Workshops/Seminars/Lectures Literary Events Sports

Feature on Website

Be sure to name your event appropriately - make it enticing.

Enter hours and price if applicable.

There is no need to enter web display dates.

Enter the event location/address.

Select relevant keywords to make your event more searchable.

Click Submit. You will get a thank you message explaining that your event will be up within one business day. You may also get a Windows message indicating that the program is trying to close a window. Click yes because you are now done.

If you have any questions, please send an email to eventscalendar@durham-cvb.com or call 919-680-8316.