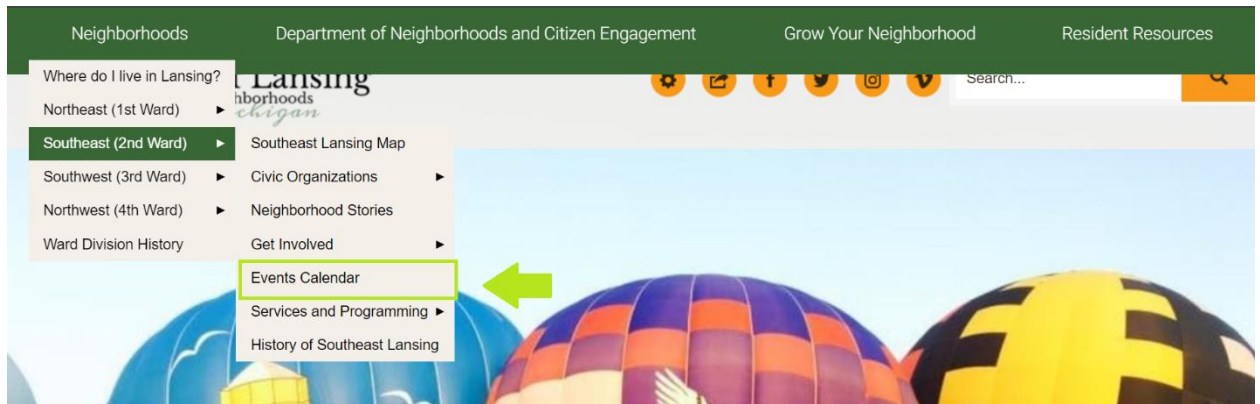


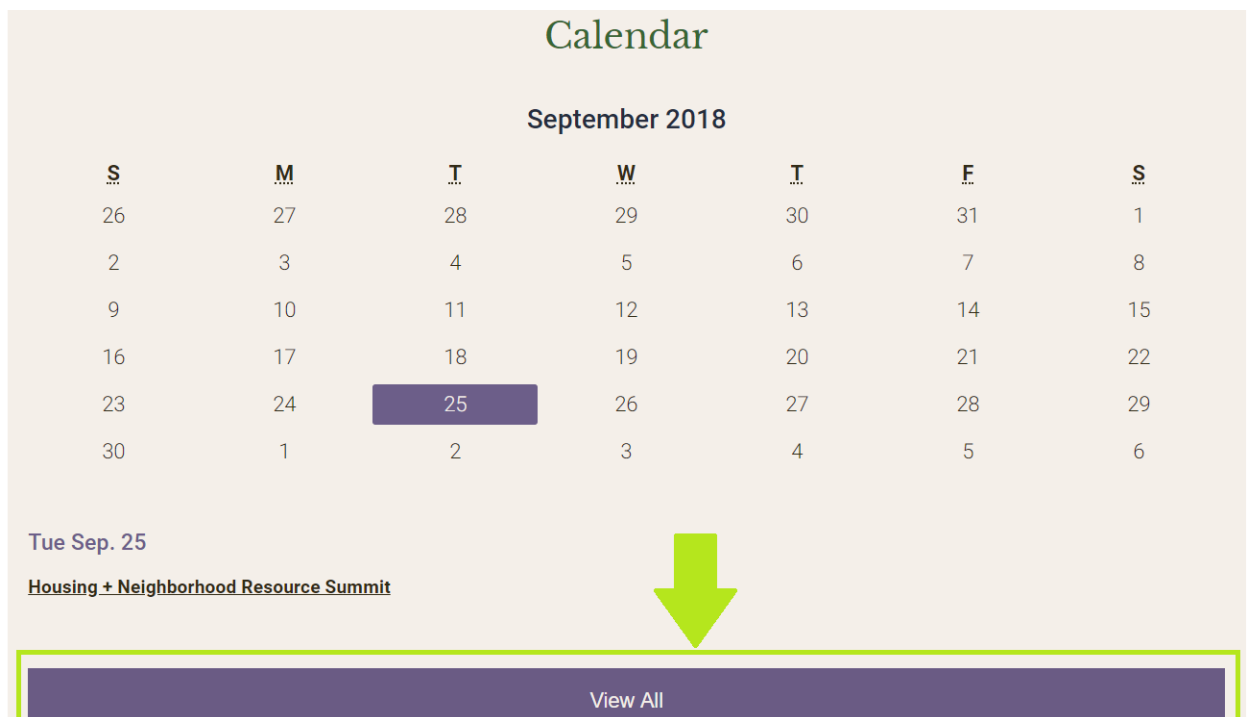
## How To: Publish Your Organization's Event to the Lansing Neighborhoods Website

### Publishing an Event

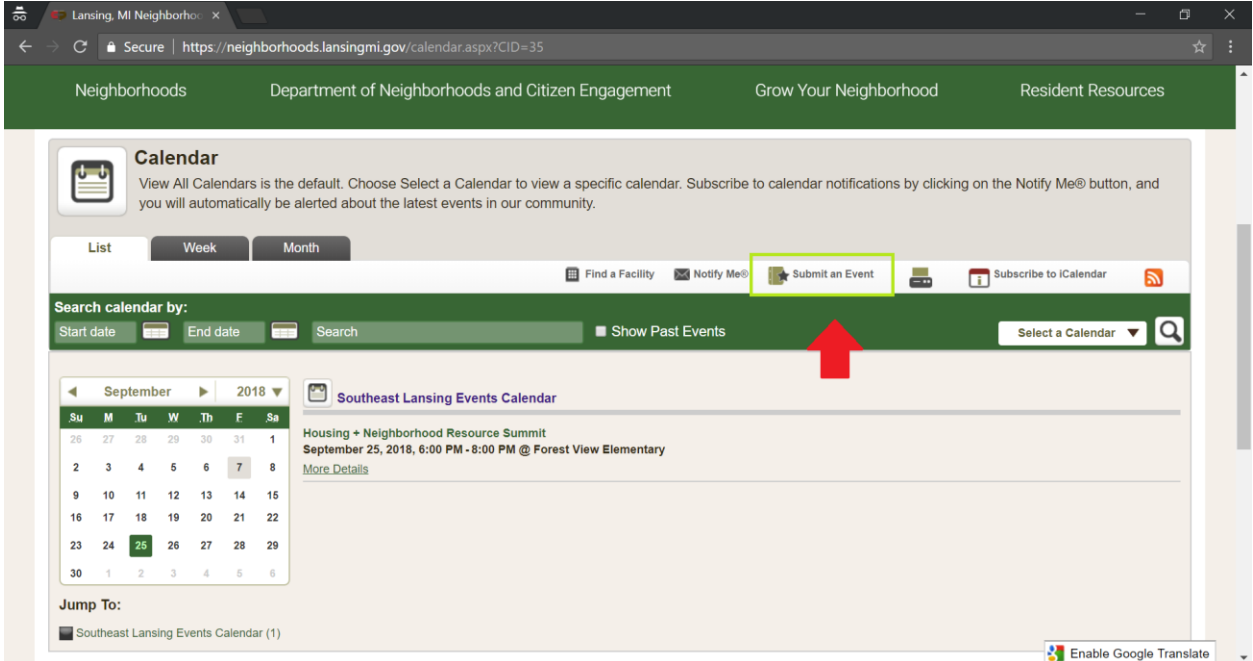
1. Go to <https://neighborhoods.lansingmi.gov/>. In the top green menu bar toggle over Neighborhoods and then toggle over the Neighborhood you work in (example: Southeast). Click on **Events Calendar**.



2. Scroll down on the page so you can see the list of events taking place in your part of the city. To see the events in a calendar format, click **View All**.



3. At the top of the calendar click the button that says **Submit an Event**.



Neighborhoods Department of Neighborhoods and Citizen Engagement Grow Your Neighborhood Resident Resources

### Calendar

View All Calendars is the default. Choose Select a Calendar to view a specific calendar. Subscribe to calendar notifications by clicking on the Notify Me® button, and you will automatically be alerted about the latest events in our community.

List Week Month Find a Facility Notify Me® **Submit an Event** Subscribe to iCalendar

Search calendar by: Start date End date Search Show Past Events Select a Calendar

September 2018

Su	M	Tu	W	Th	F	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

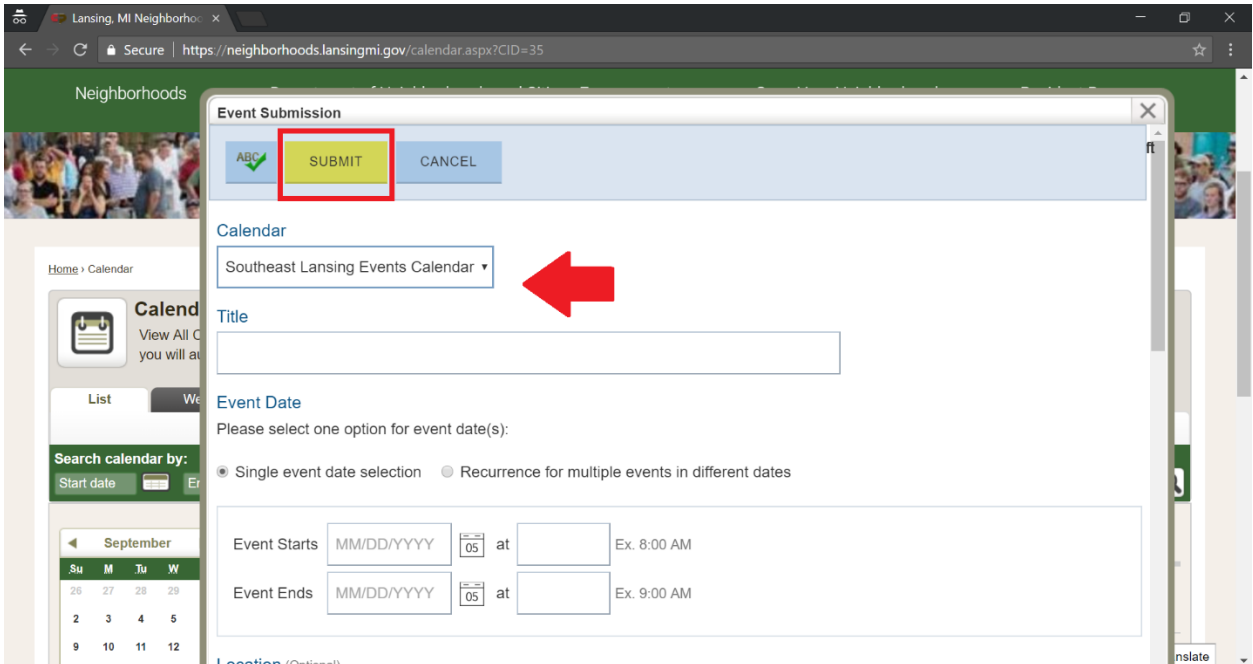
**Southeast Lansing Events Calendar**

Housing + Neighborhood Resource Summit  
September 25, 2018, 6:00 PM - 8:00 PM @ Forest View Elementary  
[More Details](#)

Jump To: Southeast Lansing Events Calendar (1)

Enable Google Translate

- Fill out the information in the form and select **Submit** at the top when you are finished. Make sure that you select the correct calendar in the dropdown menu.



Event Submission

ABC ✓ **SUBMIT** CANCEL

Calendar  
Southeast Lansing Events Calendar

Title

Event Date  
Please select one option for event date(s):  
 Single event date selection  Recurrence for multiple events in different dates

Event Starts MM/DD/YYYY 05 at Ex: 8:00 AM  
 Event Ends MM/DD/YYYY 05 at Ex: 9:00 AM

Location (Optional)

- Once you complete this form, your event will be sent to DNCE staff for approval. Your event will be approved and published within 48 hours of submission. If your event cannot be published to the site, you will receive an email from DNCE staff notifying you that the event will not be posted.



DEPARTMENT OF  
NEIGHBORHOODS  
& CITIZEN ENGAGEMENT

Andy Schori, Mayor

## Publishing an Event Best Practices

- Submit your events at least two weeks in advance to allow users to find them.
- Provide as much information as possible about your event including an email or phone number of the main contact person, a website or link to your civic organization page, and information about what participants should know in preparation for the event (i.e. proper attire, what to expect, cost, participating groups or partners, etc.)
- You will not be able to edit your event once it has been submitted so be sure to notify a member of the DNCE staff as soon as possible if something should change.