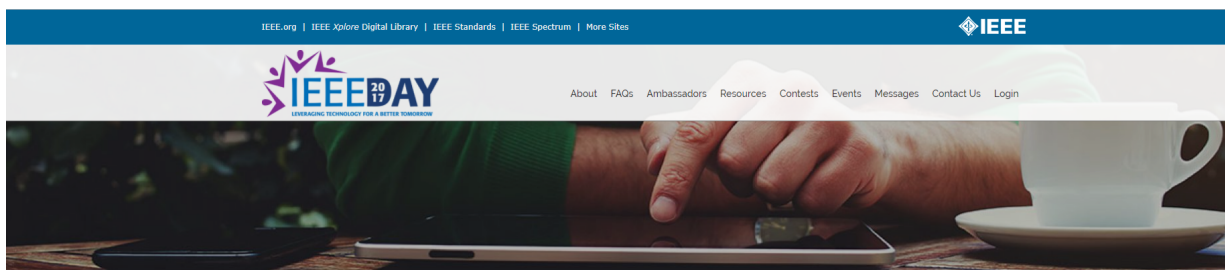# IEEE Day 2017
## Events Map Submission Procedure

1. Go to www.ieeeday.org >>> Events>>>Submit your Event



2. Register first to create a user profile

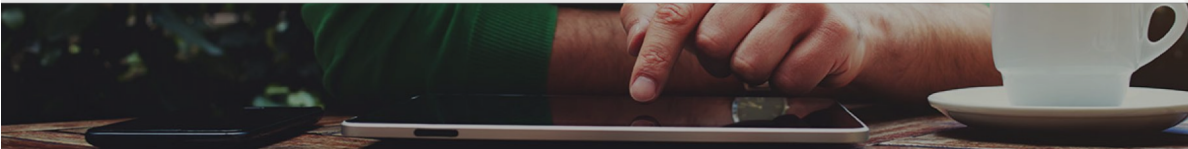You should receive an email confirming your user account registration.

3. Again Go to Events>>>Submit your Event and click on Add your Event

   (you don't need to login as you just created your user profile, although when adding multiple events you might need to login  again)



Submit your event

2017 Event Submission is now live. Register now and proceed to pin your events.
After registering (or if you already have an account)Login here and proceed to ADD YOUR EVENT

General Instructions :

1. Give your basic information (like Member Number and IEEE Entity name) while you register itself.
2. While adding your 'Event Marker(s)' in the Map, please mention the details of event such as Title, Location and Category in respective fields.
3. Give  a brief description in the 'Description' field including details such as 'Expected no. of attendees'.

## 4. Go down to the page end and add your marker

You can right click on the map to directly place a marker, and then add the rest of the details such as Title, and Category in respective fields.
Give a brief description in the 'Description' field including details such as 'Expected no. of attendees'.



## 5.Then you should receive a message,

" Thank You , your marker is awaiting approval"

This means that your submission is complete and is pending moderator approval.

Kindly wait 12 hours for the submission to be approved.

Do come back and make sure your event is on the map.