

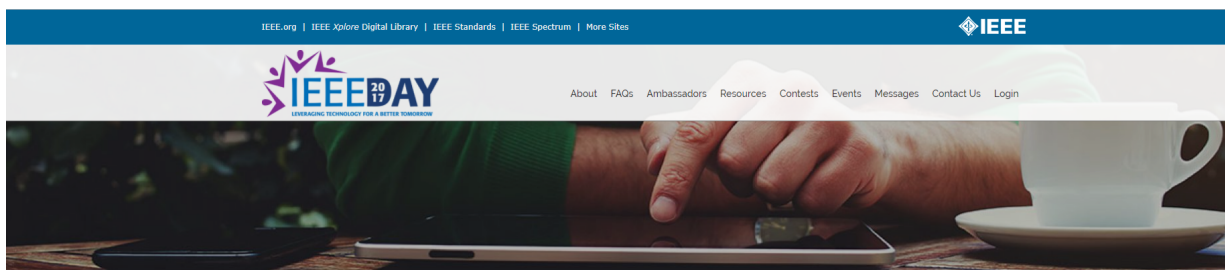
# IEEE Day 2017

## Events Map Submission Procedure

1. Go to [www.ieeeday.org](http://www.ieeeday.org) >>> Events>>>Submit your Event



2. Register first to create a user profile



### 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'.

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First Name

Last Name

E-mail Address

Password

Confirm Password

IEEE Member Number

Organizational Unit

You should receive an email confirming your user account registration.

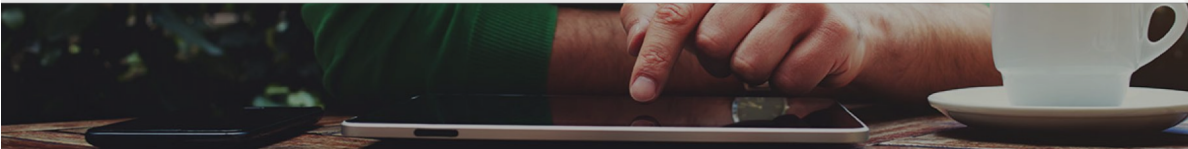
3. Again Go to Events>>>Submit your Event and click on Add your Event

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

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#### 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'.

The screenshot shows the IEEE Day 2017 website with the 'Add your own marker' form. The form includes fields for 'Marker Title', 'Marker Address or GPS Location', 'Marker Description', and 'Marker Category'. The 'Marker Title' field is highlighted with a yellow box. Below the form is a blue 'ADD MARKER' button. At the bottom, there are general instructions: '1. While adding your "Event Marker" please mention the details of event such as Title, Location and Category in respective fields. 2. 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"

The screenshot shows the IEEE Day 2017 website with the '2017 Events' section. A yellow box highlights the message: 'Thank you. Your marker is awaiting approval.' Below this message is a 'Filter by' dropdown menu set to 'All' and a status message: 'Marker successfully submitted. Your marker is pending approval.' A map of Europe is visible at the bottom of the page.

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.