Minnesota Accessible Activities Calendar User Guide

https://calendar.mnaccess.org/

Register for a Calendar User Account

An account is required to submit events to the *Minnesota Accessible Activities Calendar*. New accounts need to be approved by the Minnesota Access Alliance board before you’ll be able to submit events. Please allow 48 hours for your registration to be approved. Click on “Submit an Event” button in the top navigation bar [1].

Click on the "Register today" link to create a new account [2].

* Required field
Enter a username for your account [3].*

Enter a valid email associated with your account [4].*

Enter an organization name associated with your account the account is associated with several organizations, please separate them with by a comma) [5].

Click Register [6].

You will receive an email once your registration was confirmed by the MNAA board. WordPress will auto-generate a password, then require you to change it when you first attempt to access the account. Example [7].

* Required field
Submit an Event

Add Event Details

Enter a title for the event [8].*

Enter a date for the event in the date field [9].*

Enter the start time for your event. To create an all-day event, leave the From fields blank so there is no start and end time for your event [10].

If the event has running dates, enter the start and end date for your event [11].

* Required field
If the event has a Creator/Director, enter the name of Creator/Director of the event [12].

Enter the end time for your event. To create an all-day event, leave the From fields blank so there is no start and end time for your event [13].

Enter a description for the event [14].*

Enter the name of the Performer or Presenter of the event [15].*

Enter a URL website address for the event [16].*

Upload an image associated with the event [17].

**Event Access**
Select the access services provided during the event [18].

- Audio Description
- ASL Interpretation
- ASL Interpretation with voicing
- Deaf-Blind ASL
- Real-time Captioning
- Scripted Captioning
- Assisted Listening Devices
- Tactile/Touch Tour
- Braille Playbill
- Large Print Playbill
- Sensory Friendly
- Other

Use the “Notes” open field to enter more information about other accommodations provided that are not listed such as, “Service Animals Welcome,” or specific details regarding accommodations provided, such as “Braille Program only available upon request” [19].

* Required field
Ticketing Information
Enter a URL website address for tickets the event [20].

Enter Registration Information [21].

Enter Email or a Phone number for attendees to contact someone for questions regarding event access * [21].

Select a location from the drop down list [23] or click on add a new location button if the event location is not listed [24].*

Categories
Select the category [25].

- Theater
- Benefit/Fundraiser
- Concert
- Dance
- Exhibit
- Film/Video
- MN Access Alliance (MNAA sponsored event)

* Required field
Click “Select your event” button [26].

New events need to be reviewed and approved by the Minnesota Access Alliance board before being published on the Minnesota Accessible Activities Calendar. Please allow 48 hours for your event to be approved. Example [27].

* Required field
Manage Your Submitted Events

Once your event has been submitted Wordpres will save a draft. You will receive an email when your event has been published.

After the event has been approved you can edit or add additional details to your event at any time. Click the “Manage your submitted events” link button [28]. You can also click on the date of the event in the calendar located on the right [29] and click the “edit” link on the lower left of the event. Example [30].
Monday, November 4, 2019
Ordway’s 27th annual Sally Awards
Ordway Center for the Performing Arts
345 Washington Street
St. Paul, MN 55101
651-224-1122

Schedule of Events:
4:30 PM - tours
5:00 PM - safety training
6:00 PM - reception
6:50 PM - Sally Awards

* Require field

Questions, contact the Minnesota Access Alliance:
Email: info@mnaccess.org or Phone: 651.215.1603

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