Minnesota Accessible Activities Calendar User Guide

https://calendar.mnaccess.org/
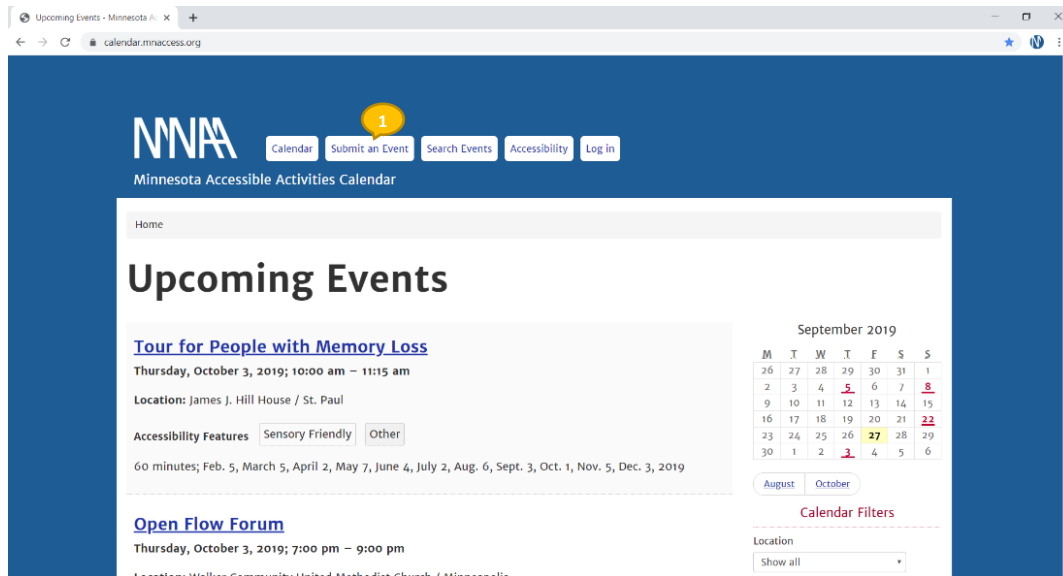
Register for a Calendar User Account

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].
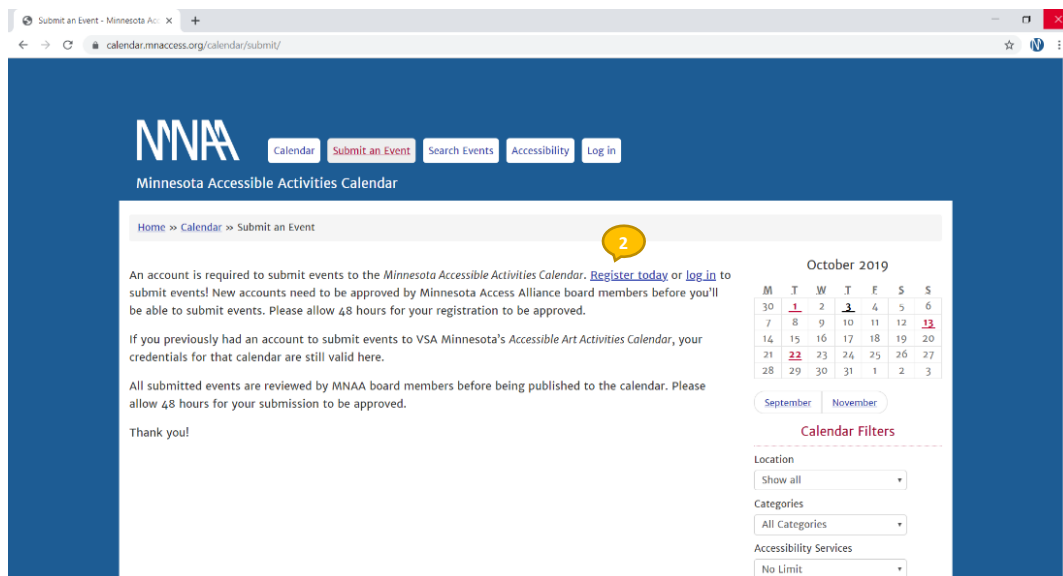
Click on the "Register today" link to create a new account [2].
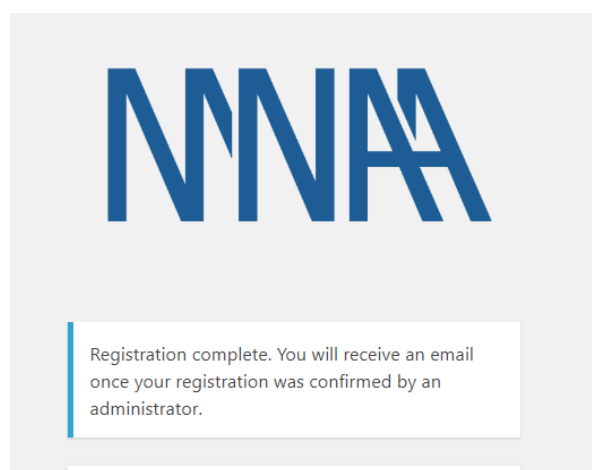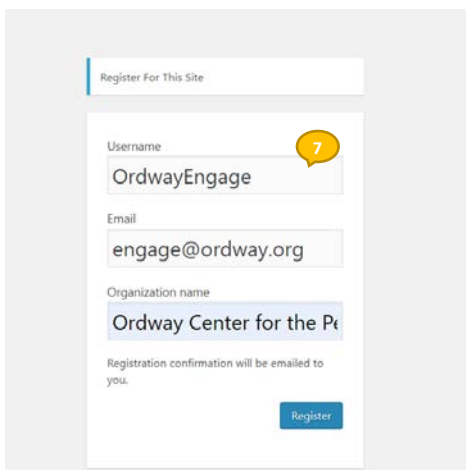
* Required field
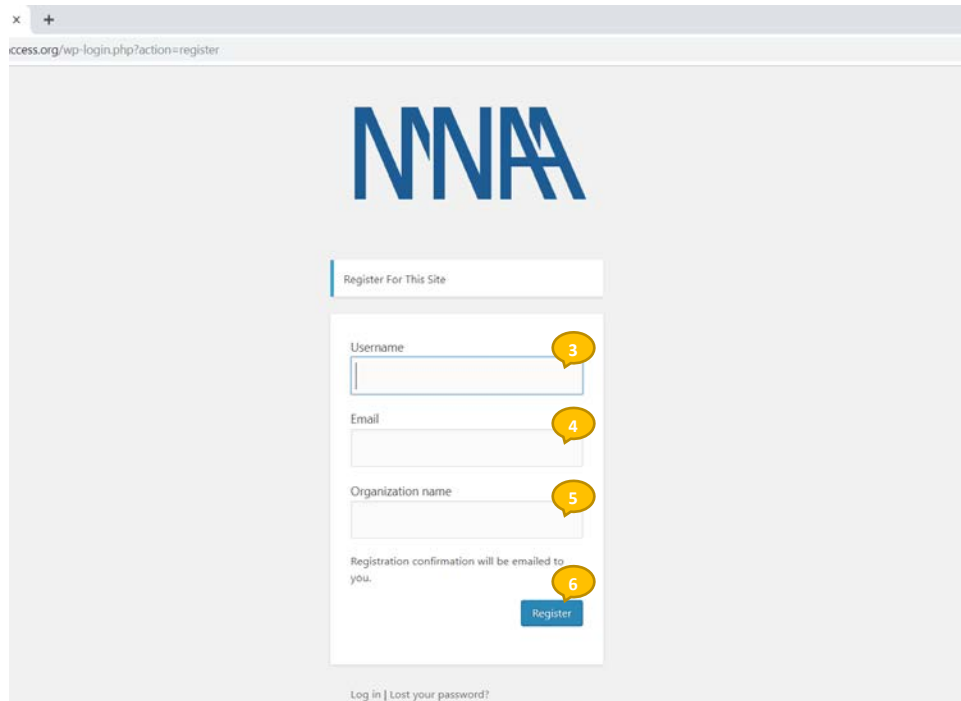
Enter a username for your account [3].*

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

Enter an organization name associated with your account the account is associated with several organziations, 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 accomodations provided that are not listed such as, "Service Animals Welcome," or specific details regarding accomodations 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

- Other
- Reading/Presentation
- Workshop/Conference

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 submited Wordpress 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].

* Required field

Home » Calendar

Month November ▼ Day 4 ▼ Year 2019 ▼
Go

November 3   November 5

Monday, November 4, 2019

Ordway's 27th annual Sally Awards
Ordway Center for the Performing Arts

MON., NOVEMBER 4 at 6:30 pm

ASL Interpretation | Real-time Captioning
Assisted Listening Devices | Braille Playbill
Large Print Playbill | Other
Services Animals Welcome

Location
Ordway Center for the
Performing Arts →
345 Washington Street
St. Paul, MN 55102
651-224-4222
Map

Accessible Entrance

Accessible Restrooms

Accessible Seating

Wheelchair Accessible

Courtesy Wheelchairs

About the Show

Celebrating Minnesota's commitment to the arts

The Sally Awards recognize and celebrate the contributions and accomplishments of artists, educators, volunteers, philanthropists, and leaders who strengthen and enrich the stage of Minnesota with their commitment to the arts and arts education. Join us in honoring great contributions to the arts in Minnesota at the 27th annual Sally Awards! The ceremony is free and open to the public!

6:30pm | Social
7:00pm | Awards Ceremony
8:15pm | Refreshments, Desserts

EMCEE
26th annual Sally Awards recipient Maia Maiden

PERFORMANCES
26th annual Sally Awards recipient Gao Hong
Ordway Cabaret

MUSIC
Raymond Berg

This year's Sally Award winners are:

ARTS ACCESS: Lake Area Music Festival, which brings artists and performers from all over the world to collaborate with local artists on a series of concerts with growing popularity and widespread support.

ARTS LEARNING: Monkeybear's Harmolodic Workshop, providing opportunities for Native/POC to participate and practice puppetry, opening the field to a larger breadth of storytelling and the development of new puppetry aesthetics.

COMMITMENT: Janis Lane-Ewart, musician, arts administrator, reporter, mentor, and advocate who devoted years of support and cultivation of jazz, artist, and equity.

INITIATIVE: Saymoukda Vongsay, a Lao-American writer who brings to light the stories and lived experiences of refugees through plays, books, and poetry.

SOCIAL IMPACT: Kao Kalia Yang, an author of many award winning books focusing on raising understanding of Hmong Americans while continuing the traditions of Hmong culture.

Ordway is committed to providing a welcoming and inclusive experience for all. ASL interpretation and open captioning will be provided during the ceremony. Large Print and Braille programs will be available. Find out more about accessibility services at ordway.org/access

More Information

Schedule and Tickets
Reservation required.
Reserve your complimentary pass online
https://ordway.org/sallyrsvp
or call 651.224.4222.

651.224.4222
Buy Tickets

November 2019

M	T	W	T	F	S	S
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

October   December

Calendar Filters

Location
Show all ▼
Categories
All Categories ▼
Accessibility Services
No Limit ▼

Filter Events

Search Events
Search Events

From
mm/dd/yyyy   Date
format: YYYY-MM-DD

To
mm/dd/yyyy

Category
All categories ▼

Search Events

Submit an Event »

30

Edit • Delete

Categories

■ Benefit/Fundraiser ■ Concert ■ Dance ■ Exhibit ■ Film/Video
○ MN Access Alliance ■ Other ■ Reading/Presentation ■ Theater

Questions, contact the Minnesota Access Alliance:

Email: info@mnaccess.org or Phone: 651.215.1603

Last edited: October 23, 2019   By: Jenea Rewertz-Targui, *Minnesota Access Alliance board member*

* Required field