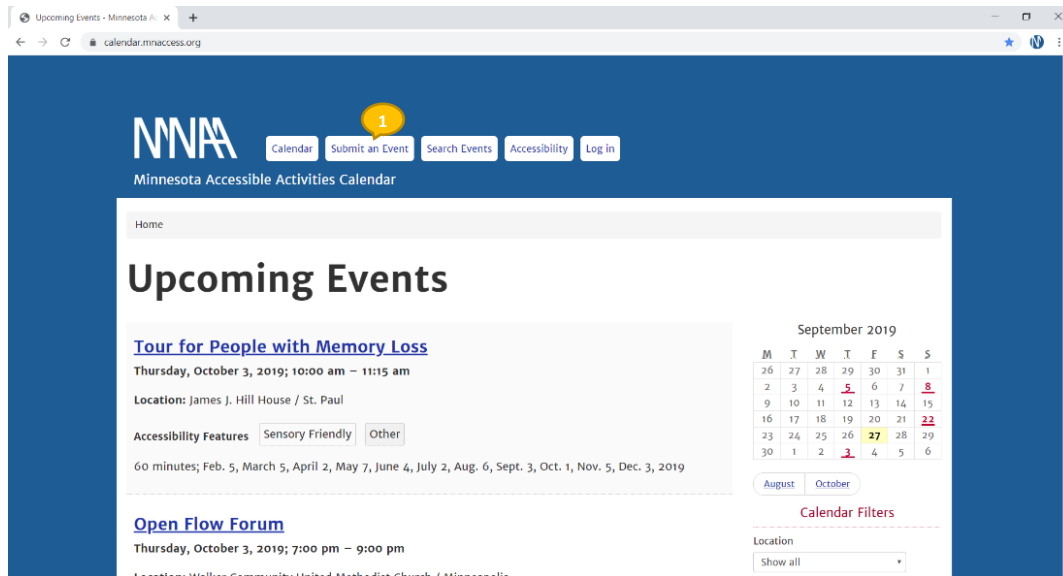


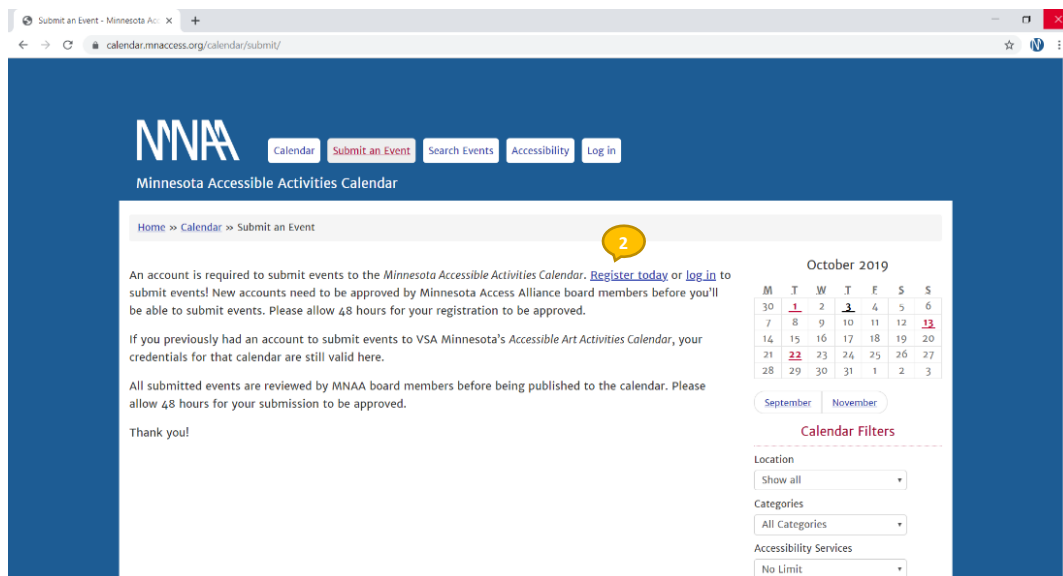
Minnesota Accessible Activities Calendar User Guide

<https://calendar.mnaccess.org/>



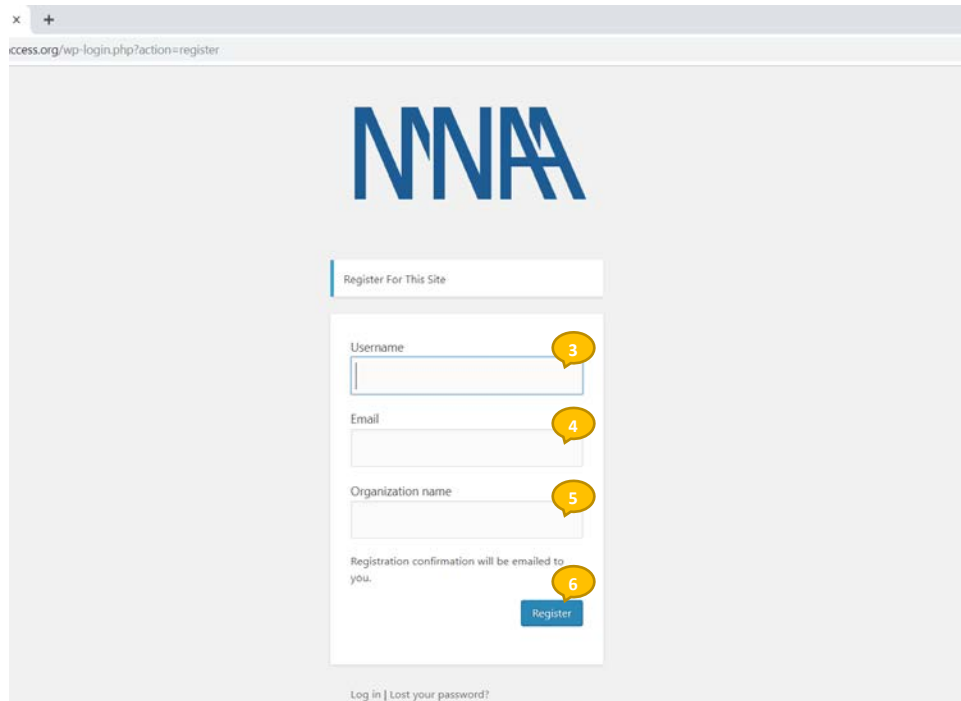
Register for a Calendar User Account

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

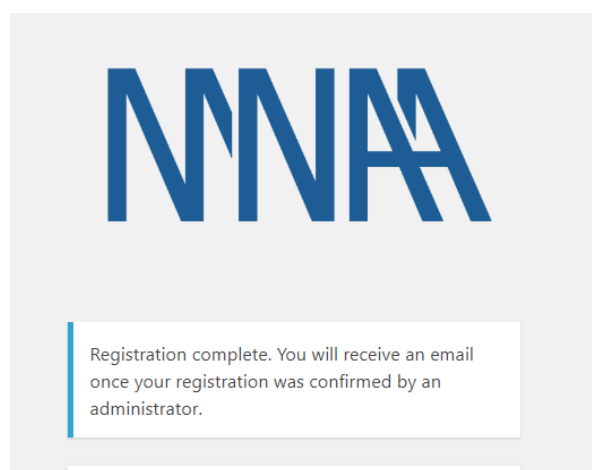
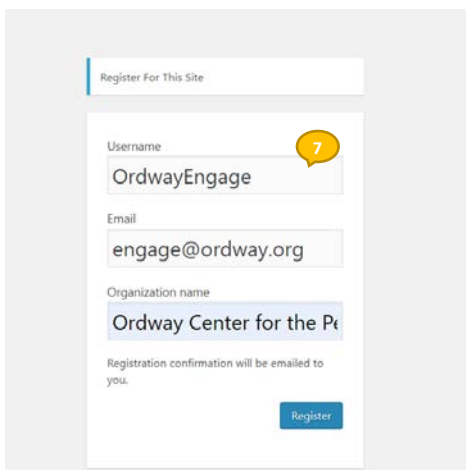


Enter a username for your account [3].*

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

Minnesota Accessible Activities Calendar

Home >> Calendar >> Submit an Event

Submit as **OrdwayEngage** at engage@ordway.org

[Manage your submitted events](#)

8 Event Title (required)

9 Date (required)

10 Time

11 Show Running Dates

12 Creator/Director

13 End time

14 About the Performance (required)

15 Performed by / Presented by (required)

16 URL for more information (required)

17 Image (URL)

September 2019

M	T	W	T	F	S	S
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

August October

Calendar Filters

Location: Show all

Categories: All Categories

Accessibility Services: No Limit

Filter Events

Search Events

Search Events

From: mm/dd/yyyy

To: mm/dd/yyyy

Category: All categories

Search Events

Submit an Event >

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

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

Notes

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

- 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].

Submit an Event

Submitting as **OrdwayEngage** at www.ordway.org

Event Title (required) (completed)
Ordnery's 27th annual Sally Awards

Date (required) (completed)
Monday, November 4, 2019

Time
06:30 PM

Show Running Dates
Monday, November 4, 2019

Creator/Director
Ordnery Center for the Performing Arts

End time
09:00 PM

About the Performance (required) (completed)
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. The ceremony is free and open to the public!

URL for more information (required) (completed)
<https://ordway.org/vooport/special-events/sally-awards/>

Image (URL)
<https://www.facebook.com/ordwaycenterfortheperformingarts/>

Event Access (completed)
 Audio Description ASL Interpretation ASL Interpretation with voicing Deaf-Blind ASL
 Real-time Captioning Scripted Captioning Assisted Listening Devices Tactile/Touch Tour
 Braille Playlist Large Print Playlist Sensory Friendly Other [Notes](#) [Services/Animals Welcome](#)

Ticketing Information
Tickets URL
<https://ordway.org/sallyrsvp/>

Registration information
Reservation required. Reserve your complimentary pass online or call 651.224.4222.

Contact (Email or Phone) (required) (completed)
651.224.4222

Location (selected or new location required)
Ordnery Center for the Performing Arts

Submit an Event

* Required field

The screenshot shows the 'Minnesota Accessible Activities Calendar' website. At the top, there is a navigation bar with the MNA logo and buttons for 'Calendar', 'Submit an Event', 'Search Events', 'Accessibility', and 'Log out'. Below the navigation bar, the page title is 'Minnesota Accessible Activities Calendar'. The main content area is titled 'Home » Calendar » Submit an Event'. A yellow banner at the top of the form area says 'Event draft saved.' Below this, it says 'Submitting as OrdwayEngage at engage@ordway.org'. The form has three required fields: 'Event Title (required)', 'Date (required)', and 'Time'. The date format is specified as 'YYYY-MM-DD'. To the right of the form is a calendar for October 2019. A callout [28] points to the link 'Manage your submitted events' above the calendar. A callout [29] points to the calendar grid. Below the calendar are 'Calendar Filters' for 'Location' (set to 'Show all') and 'Categories' (set to 'All Categories').

Manage Your Submitted Events

Once your event has been submitted 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

NNA [Calendar](#) [Submit an Event](#) [Search Events](#) [Accessibility](#) [Log out](#)
 Minnesota Accessible Activities Calendar

Home » Calendar

Month: November Day: 4 Year: 2019

Go

November 1 November 5

Monday, November 4, 2019

SALLY
 Music

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](#)

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

[651.224.4222](tel:6512244222)
[Buy Tickets](#)

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

SOCIAL IMPACT: Kao Kalisa 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](#)

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