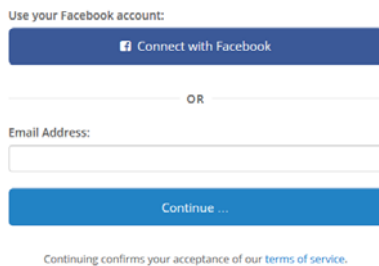


How to create a Business or Professional event on Eventfinda to appear on the Business Hawke's Bay website Event Calendar

1. Click the **Sign Up or Log In** button at the top right of any page on Eventfinda: <http://www.eventfinda.co.nz/>
2. If you don't already have an account, you'll be able to create one. The system will ask for your email address and then send you a confirmation email to ensure security.



Use your Facebook account:

[Connect with Facebook](#)

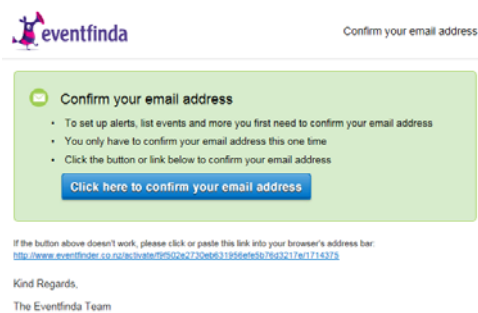
OR

Email Address:

[Continue ...](#)

Continuing confirms your acceptance of our terms of service.

3. Confirm your account, create a password and then click **submit**. You'll be taken to your account page.



eventfinda Confirm your email address

Confirm your email address

- To set up alerts, list events and more you first need to confirm your email address
- You only have to confirm your email address this one time
- Click the button or link below to confirm your email address

[Click here to confirm your email address](#)

If the button above doesn't work, please click or paste this link into your browser's address bar:
<http://www.eventfinda.co.nz/activate/9050c2723e6e6319d6e6b376c5217a1714373>

Kind Regards,
The Eventfinda Team

4. Click on the **List Event** in top right hand corner – this takes you to Eventfinda Pro, the promoters' portal, where you'll follow the easy 'Add Event' form to enter your event's details and images.

Note

- You must select 'Gisborne / Hawke's Bay' as the **Region**
- Under **Category** you must select 'Workshops, Conferences & Classes'
- Under **Sub category** you must select 'Business & Professional' for your event to appear on the BHB website Events Calendar.

Category *

Sub Category *

Continue until you click the **Submit For Approval** button at the end. Moderators review new listings throughout the day for publication.

5. If you're listing a tour or a multi-venue event, use the handy Advanced > List Similar button to duplicate your listing so you can easily change the date/time and venue information without having to enter all the details again.

You'll be able to use your email address and password to log in at any time to submit more events, edit your event listings, add images, change information or sign up for Eventfinda Ticketing Services.

For more help on Eventfinda [click here](#)