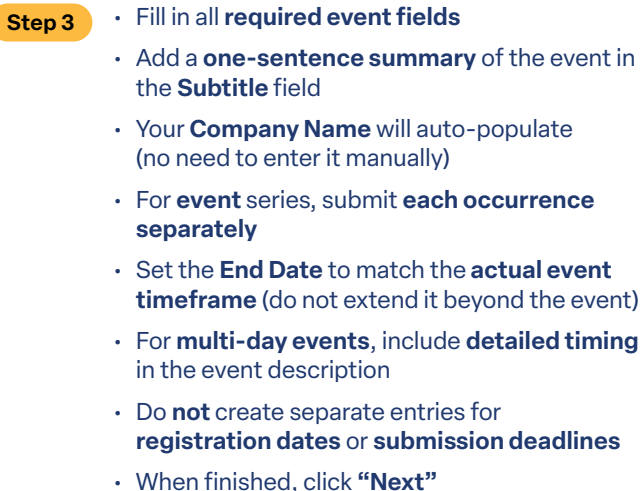


## How to post your event:

**Step 2** Click on the **'Post Events'** tile



**Step 4** Enter the event description in plain text. Formatting options will be available after entry.

**Step 5** Click **'Edit'** to upload a thumbnail image – must be 500 x 400 pixels, PNG or JPEG format. Upload only photos or graphic images. Please refrain from uploading logos or graphics containing text. Click **'Next'** when done.

**Step 6**

- Fill out the location fields. (If your event is taking place in the MassBioHub, enter the venue name as **MassBioHub**)

**Step 7** Link to your event registration site by either entering the **'Registration Website'** or **'Registration'** contact email

**Step 8** Click **'Submit'** when you are done. (It may take up to 30-60 minutes for your event to appear on our website)