

# ADDING AN EVENT



➤➤➤ [GO TO NATLESHIPWEEK.ORG](https://www.natleshipweek.org)

1. Navigate to "Join the Ecosystem" in the top right corner.
  - a. NOTE: If you are currently logged in to another community hub, please log out first.
2. Follow the steps under "Join Our Ecosystem" to register for an account in the National Entrepreneurship Week Online Hub powered by Startup Space and Economic Impact Catalyst.
  - a. If you already have an account, log in using your existing login.
3. From the Home Screen of the hub, be sure you are in the NatLEshipWeek Hub by looking for the logo in the top left hand corner.
  - a. NOTE: If you are already a partner of Startup Space and have moderatur access to a hub, be sure to switch to "View as Member" using the gear in the top right corner before choosing the NatLEshipWeek Hub from your hub list in the top left corner.
4. Click on My Community in the left hand menu.
5. Click on Events.
6. Click on Add Event in the top right corner.
7. Choose Community Event.
8. Fill in the required information.
  - a. Be sure to select "Public" as the Event Type.
  - b. Choose either Ecosystem Builder, Educator, or Entrepreneurs for Interest, Expertise, and Industry. Please also identify any Communities of Interest this event applies to.
  - c. Leave the field titled 'Select approve notification email' blank, you will receive an email notification to the email that is attached to your Startup Space account.
  - d. If the event is open to the public virtually, select "Online Event".
  - e. For Map Location, enter United States.
  - f. Enter the email address where you would like to receive a notification when your event is approved.
9. On the RSVP and Ticket Information Screen, choose "Ticket Reservation."
10. A box will prompt you to enter the URL for the ticketing page (i.e., Eventbrite, Meetup, etc.)
11. Once you have entered all information, click Finish.
12. Your event will be reviewed by the NatLEshipWeek team and, once approved, will be added to the national calendar of events.