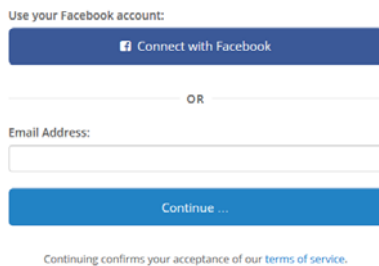# How to create a Business or Professional event on Eventfinda
## to appear on the Business Hawke's Bay website Event Calendar

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.
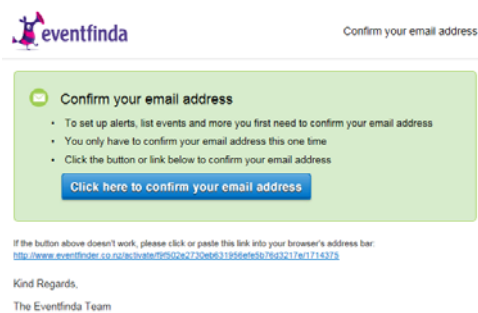


3. Confirm your account, create a password and then click **submit**.  You'll be taken to your account page.



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.



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**

Business Hawke's Bay January 2015