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Ann Arbor Observer

Washtenaw County's best event calendar is shared with Creative Washtenaw members

Creative Washtenaw and the **Ann Arbor Observer**, publisher of the best and most comprehensive online and in-print events calendar in the greater Ann Arbor area, have partnered to offer Creative Washtenaw members a convenient event calendar posting option. This is a benefit only to our valued members.

How It Works:

- **Post once** and your event populates online at <u>annarborobserver.com</u>. You may list the event, event type, date, time, location, description and tags.
- The Observer will share your event post with Creative Washtenaw for its e-newsletter and social media sites.

How to Submit Events:

- 1. **Requirement:** Your Creative Washtenaw membership must be in good standing. Not sure if your membership is current? Go to https://creativewashtenaw.org/support-creative-washtenaw/ or email: info@creativewashtenaw.org. If you already have an online or print account with the Observer, you may continue to use that existing account to submit events. Creative Washtenaw still will be notified of your event.
- 2. An updated membership list is provided to the Observer team once a month. You will receive an email when your account has been set up on the Observer website.
- 3. Confirm and activate your account: After your account is created, you will receive an email from the Ann Arbor Observer to reset your password. If you don't receive an email, check your spam folder. Follow the link to activate your Ann Arbor Observer account. Once activated, you are ready to add your events!

4. Posting events:

- a. Go to https://annarborobserver.com/login
- b. Login by entering your email and password.
- c. You will be taken to your account page
- d. Hover on "Events" in the main menu, then click on "Submit Events" in the dropdown menu.
- e. Fill out the form with as much information as you can.
- f. Be sure to select the **"Creative Washtenaw" checkbox** as a category for it to be included in the Creative Washtenaw e-newsletter.
- g. Click "Submit your event" to submit it to the Ann Arbor Observer team. Your event will automatically be sent to Creative Washtenaw.

We hope the opportunity to post for the Ann Arbor Observer and Creative Washtenaw event calendars is a valuable benefit for our members. If you have questions or concerns, please notify us at info@creativewashtenaw.org. Thank you!