

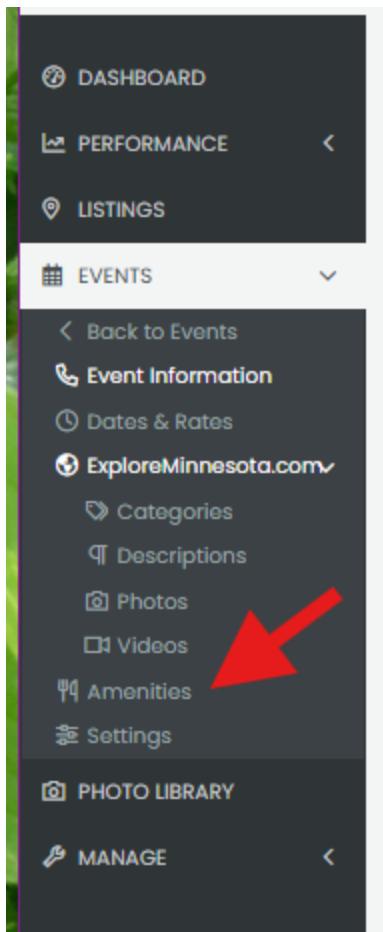
***If you do not have an extranet account:***

Fill out this form: <https://www.exploreminnesota.com/submit-event> in the description, make sure to include #America250 in your detailed description of your event.

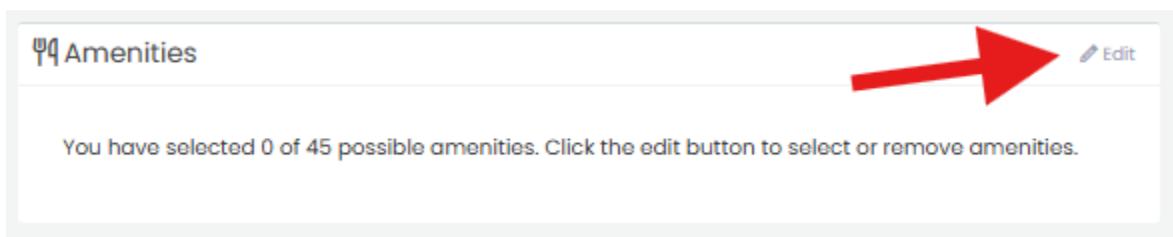
**For existing extranet users:**

Follow the steps below to add a new event listing once you are logged into your extranet account:

1. Verify the event listing DOES NOT ALREADY EXIST.
2. There are two options to create a new event listing:
  - a. From the Dashboard: click on the green "Create Event" button found in the upper right corner.  
OR
  - b. From the black Navigation menu, click on "Events" and click on the green "Create Event" button found in the upper right corner.
3. Complete the required fields. Keep in mind the more info you supply, the better your listing will be.
4. Select the categories that accurately represent your listing. This determines where your listing will appear on ExploreMinnesota.com.
5. Add the listing description in the Description box. This information will be displayed in the "About" section on ExploreMinnesota.com. Every listing description is required to have a minimum of 100 characters. You may use the toolbar buttons for bold, italic, and bulleted lists within your description.
6. Phone numbers: You must have a phone number. You can add several numbers to your listing
7. Email: Add your business email
8. Website: Include the entire URL beginning with https:// (or <http://>). Do not duplicate URLs.
9. Click the "Create" button at the bottom of the page. Once created, the "Contact Information" page will display.
10. To mark your event as an America 250 event, you will need to be in the event listing profile. The black menu on the left side will display options below "Event Information"; select the "Amenities" option.



11. When you open the amenities tab, it will display any amenities you have selected. If this is the first time you are editing a newly entered event, this box will display "You have selected 0 of 45 possible amenities."



12. Select "Edit" on the upper right corner, all amenities will display- use the check boxes to select appropriate amenities- please remember to review the accessibility amenities while you are here!

**Amenities****Undo****Accessibility Accommodations**

<input type="checkbox"/> Adult-size changing facilities	<input type="checkbox"/> Large print alternatives (i.e. Menus, Maps, Programs)	<input type="checkbox"/> Teleprinter or teletypewriter (TTY) available
<input type="checkbox"/> All-terrain wheelchairs available	<input type="checkbox"/> Quiet room available	<input type="checkbox"/> Visual alarms and alerts
<input type="checkbox"/> Assistive listening headsets available	<input type="checkbox"/> Scooter or motorized wheelchairs available	<input type="checkbox"/> Walkers available
<input type="checkbox"/> Automatic / power-assist doors	<input type="checkbox"/> Sensory guide available	<input type="checkbox"/> Wheelchair accessible elevator
<input type="checkbox"/> Braille alternatives (i.e. Menus, Maps, Programs, Exit Signs, Elevator signs and controls)	<input type="checkbox"/> Sensory kits available	<input type="checkbox"/> Wheelchair accessible entrance
<input type="checkbox"/> Captioned videos/performance	<input type="checkbox"/> Sensory-friendly hours	<input type="checkbox"/> Wheelchair accessible parking
<input type="checkbox"/> Companion restrooms	<input type="checkbox"/> Service animal relief area(s)	<input type="checkbox"/> Wheelchair accessible restrooms
<input type="checkbox"/> Hearing loop available	<input type="checkbox"/> Sign language interpreter	<input type="checkbox"/> Wheelchair accessible seating
	<input type="checkbox"/> Signage indicating if there are areas with flashing lights or loud noises	<input type="checkbox"/> Wheelchair-friendly inside walkways
	<input type="checkbox"/> Staff trained in ASL	

**Other Accessibility Features**

13. Under the "Event Attributes" section, you can select the box "America 250 Event" there.

**Amenities**

**Accessibility Accommodations**

<input type="checkbox"/> Adult-size changing facilities	<input type="checkbox"/> Quiet room available	<input type="checkbox"/> Teleprinter or teletypewriter (TTY) available
<input type="checkbox"/> All-terrain wheelchairs available	<input type="checkbox"/> Scooter or motorized wheelchairs available	<input type="checkbox"/> Visual alarms and alerts
<input type="checkbox"/> Assistive listening headsets available	<input type="checkbox"/> Sensory guide available	<input type="checkbox"/> Walkers available
<input type="checkbox"/> Automatic / power-assist doors	<input type="checkbox"/> Sensory kits available	<input type="checkbox"/> Wheelchair accessible elevator
<input type="checkbox"/> Braille alternatives (i.e. Menus, Maps, Programs, Exit Signs, Elevator signs and controls)	<input type="checkbox"/> Sensory-friendly hours	<input type="checkbox"/> Wheelchair accessible entrance
<input type="checkbox"/> Captioned videos/performance	<input type="checkbox"/> Service animal relief area(s)	<input type="checkbox"/> Wheelchair accessible parking
<input type="checkbox"/> Companion restrooms	<input type="checkbox"/> Sign language interpreter	<input type="checkbox"/> Wheelchair accessible restrooms
<input type="checkbox"/> Hearing loop available	<input type="checkbox"/> Signage indicating if there are areas with flashing lights or loud noises	<input type="checkbox"/> Wheelchair accessible seating
<input type="checkbox"/> Large print alternatives (i.e. Menus, Maps, Programs)	<input type="checkbox"/> Staff trained in ASL	<input type="checkbox"/> Wheelchair-friendly inside walkways

**Other Accessibility Features**

**Directions**

Directions to facility / event

**Event Attributes**

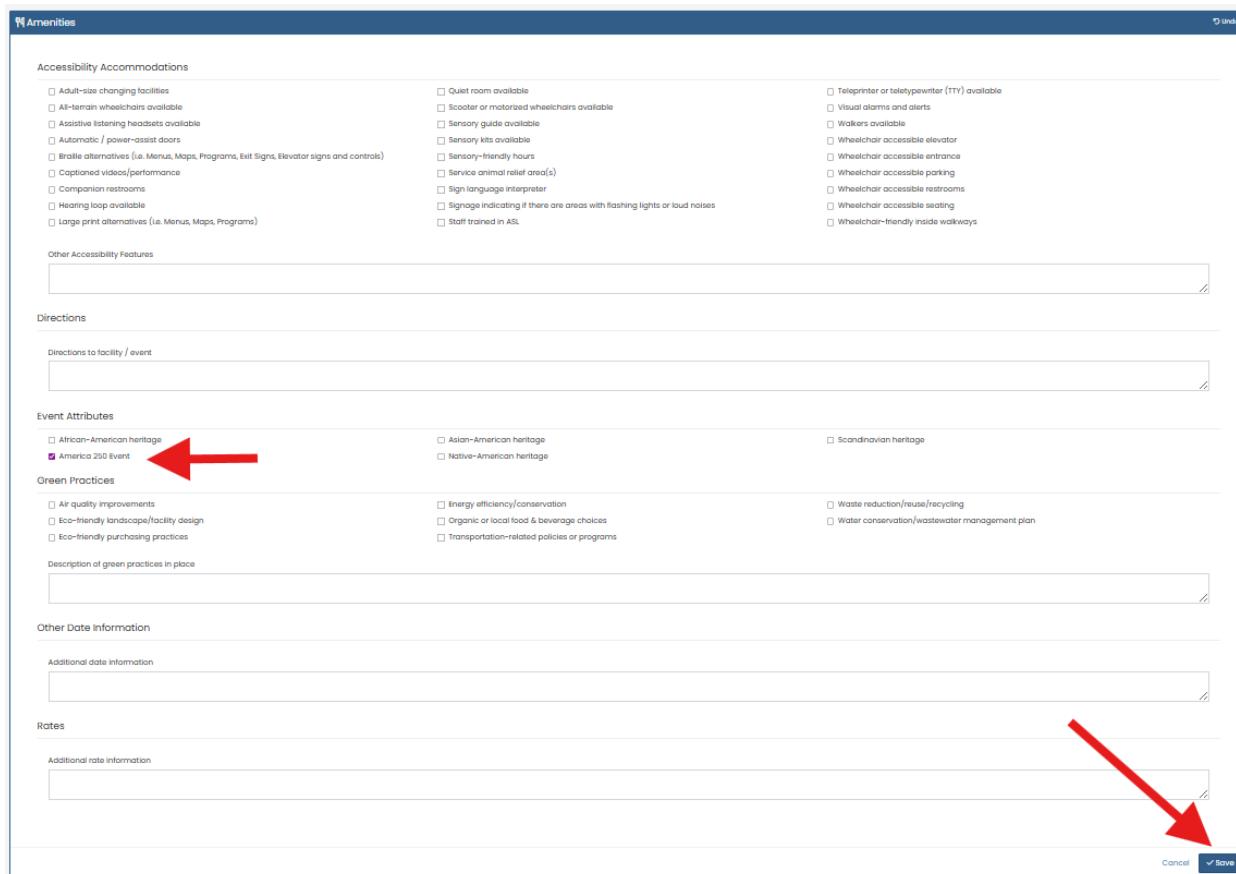
<input type="checkbox"/> African-American heritage	<input type="checkbox"/> Asian-American heritage	<input type="checkbox"/> Scandinavian heritage
<input type="checkbox"/> America 250 Event	<input type="checkbox"/> Native-American heritage	

**Green Practices**

<input type="checkbox"/> Air quality improvements	<input type="checkbox"/> Energy efficiency/conservation	<input type="checkbox"/> Waste reduction/reuse/recycling
<input type="checkbox"/> Eco-friendly landscape/facility design	<input type="checkbox"/> Organic or local food & beverage choices	<input type="checkbox"/> Water conservation/wastewater management plan
<input type="checkbox"/> Eco-friendly purchasing practices	<input type="checkbox"/> Transportation-related policies or programs	

Description of green practices in place

14. Once you have reviewed and selected all amenities that are on-site, scroll to the bottom of the page and save your changes.



**Amenities**

**Accessibility Accommodations**

Adult-size changing facilities  
 All-terrain wheelchairs available  
 Assistive listening headsets available  
 Automatic / power-assist doors  
 Braille alternatives (i.e. Menus, Maps, Programs, Exit Signs, Elevator signs and controls)  
 Captioned video/performance  
 Companion restroom  
 Hearing loop available  
 Large print alternatives (i.e. Menus, Maps, Programs)

Quiet room available  
 Scooter or motorized wheelchairs available  
 Sensory guide available  
 Sensory kit available  
 Sensory-friendly hours  
 Service animal relief area(s)  
 Sign language interpreter  
 Signage indicating if there are areas with flashing lights or loud noises  
 Staff trained in ASL

Teleprinter or teltypewriter (TTY) available  
 Visual alarms and alerts  
 Walkers available  
 Wheelchair accessible elevator  
 Wheelchair accessible entrance  
 Wheelchair accessible parking  
 Wheelchair accessible restrooms  
 Wheelchair accessible seating  
 Wheelchair-friendly inside walkways

**Other Accessibility Features**

**Directions**

Directions to facility / event

**Event Attributes**

African-American heritage  
 America 250 Event  
 Asian-American heritage  
 Native-American heritage  
 Scandinavian heritage

**Green Practices**

Air quality improvements  
 Eco-friendly landscape/facility design  
 Eco-friendly purchasing practices  
 Energy efficiency/conservation  
 Organic or local food & beverage choices  
 Transportation-related policies or programs  
 Waste reduction/reuse/recycling  
 Water conservation/wastewater management plan

Description of green practices in place

**Other Date Information**

Additional date information

**Rates**

Additional rate information

Cancel  Save

**Please allow 3-5 business days for your updates to be received, reviewed, and approved by an administrator.** Explore Minnesota Tourism reserves the right to edit or deny a listing request that is not in the best interest of EMT or the State of Minnesota.