

# The fastest way to promote a year of historic events

All events on The History List appear automatically in weekly statewide event e-mails.

1 Gather your event information for the year.

2 Sign in at TheHistoryList.com.

You can request an account, or sign in immediately with Facebook.

3 Enter the monthly events at your historic site.

Copy and paste text. There is no length limit, so your description will always fit. Drag and drop photos. Preview and publish.

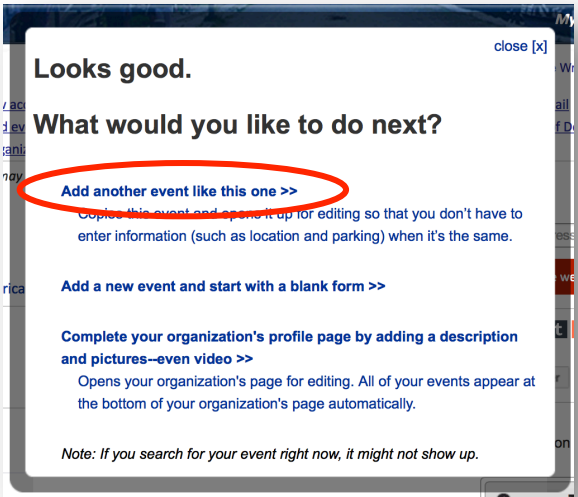
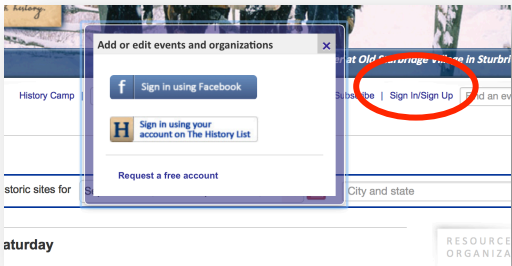
4 Select **Add another event like this one** in the box that appears each time you publish an event. Edit the duplicate, replacing the title, description, date, and anything else that's different. Publish. Repeat.

5 Add the rest of the **events at your site that repeat daily, weekly, or monthly**, then add all other events at your site.

6 Add **exhibits** at your site.

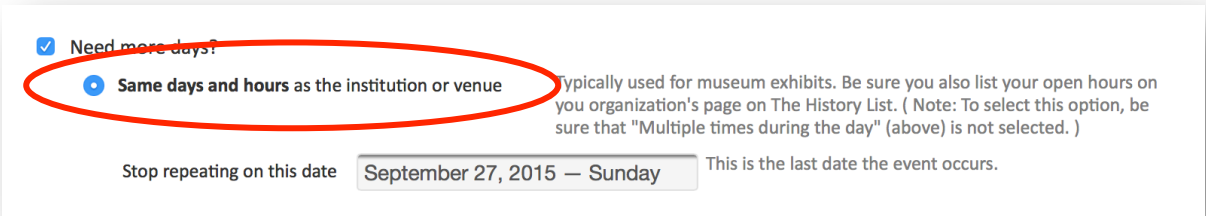
7 Enter any **events at other venues**.

8 If you haven't completed your **organization's profile page**, do so now. The fastest way is to simply copy the description of your organization for your site.



## Tips for making the most of The History List

- Anyone who is signed in can enter or edit. Each person can have their own account and can add or update listings anytime.
- It's easy to add exhibits. Select **Same days and hours as the institution or venue**



- Add related programming, such as a curator lecture, as separate events.
- Sign up for lists and newsletters: [TheHistoryList.com/subscribe](http://TheHistoryList.com/subscribe)
- Learn more about The History List: [TheHistoryList.com/start](http://TheHistoryList.com/start)