# Publicize a year of events in 30 minutes

❶ **Gather your event information for the year.**

❷ **Sign in at TheHistoryList.com.**
You can also request an account, or sign in immediately with Facebook.

❸ **Enter the monthly events at your historic site.**
Copy and paste text. Your description will always fit—there is no length limit. Drag and drop photos. Preview and publish.

❹ Select **Add another event like this one** from the pop up you see after you publish your event. Edit the duplicate, replacing the title, description, date, and anything else that's different. Publish. Repeat.

❺ Now add any **events at your site that repeat daily or weekly,** such as tours.

❻ Add **exhibits** and all other events at your site.

❼ Finally, enter all of your **events at other venues.**

⑧ If you haven't completed your **organization's profile page,** copy the description of your organization for your website and fill in the rest of the basic information.
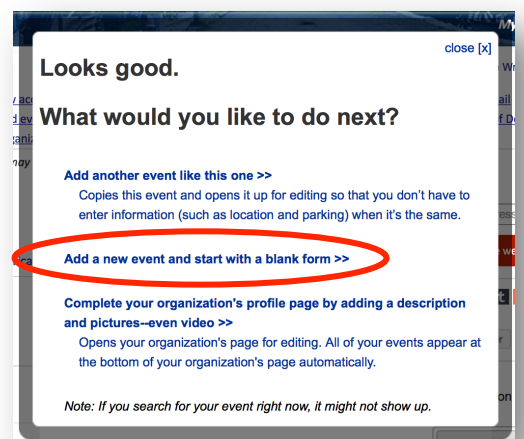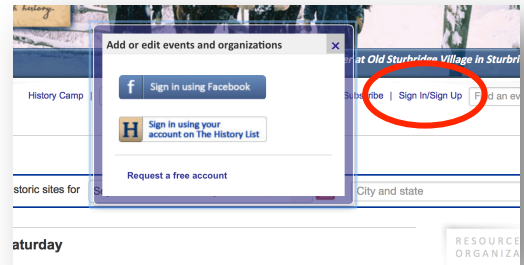
Tips for making the most of The History List

- Anyone who is signed in can enter or edit. Each person can have their own account. Change or update listings anytime.
- It's easy to add exhibits. Select **Same days and hours as the institution or venue**
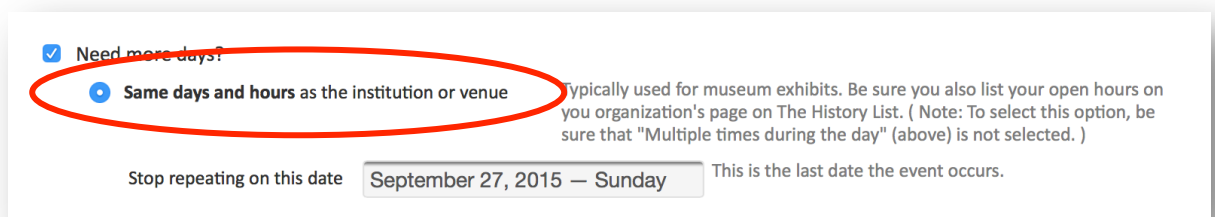
- Add related programming, such as a curator lecture, as separate events.
- Sign up for lists and newsletters: TheHistoryList.com/subscribe
- Learn more about The History List: TheHistoryList.com/start