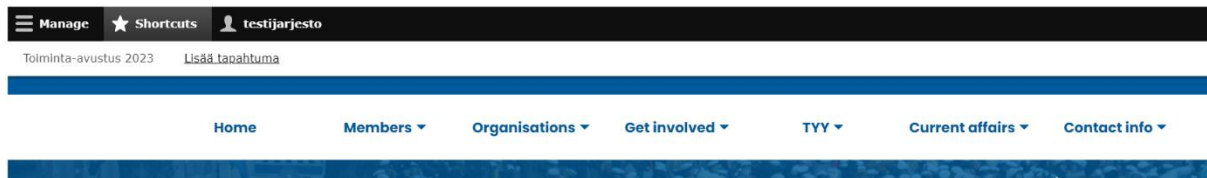


## How to add organisations' events on TYY's website

1. Log in with your organisation username and password. If you have forgotten your password, you can order a new one in the email linked to your organisation account. If problems arise, contact [tyy-viestintaasiatuntija@utu.fi](mailto:tyy-viestintaasiatuntija@utu.fi).

2. In the upper left corner is the item "Shortcuts." Below that, you can find the section "Lisää tapahtuma" (=Add Event)

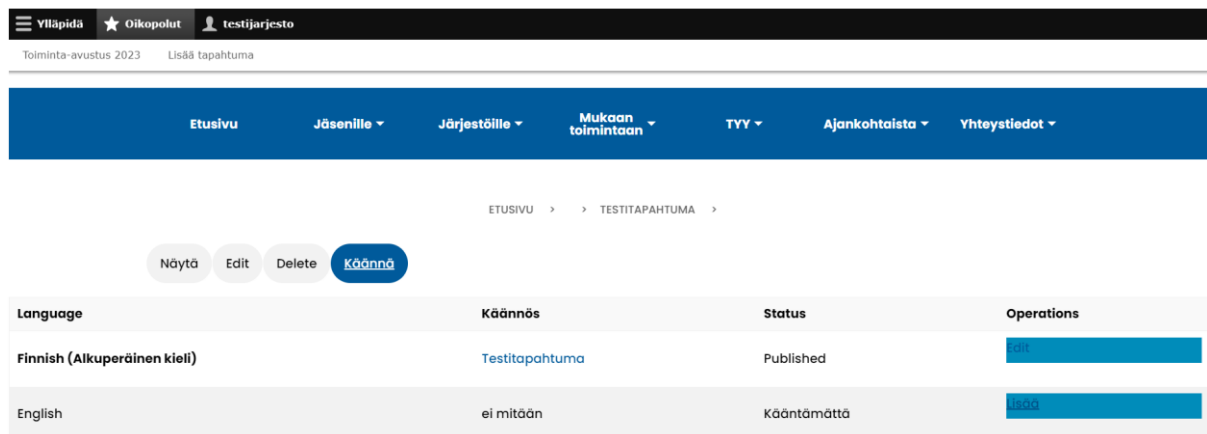


3. Fill in the transaction information.

- Tapahtuman otsikko (=Event title)
- Ajankohta (=Date. Also note the time)
- Järjestäjä (=Organiser)
- Event address
- Event description
- If you wish, you can also add, for example, a picture

Click "Save".

4. When you have saved the event, it opens in a preview window. You can create a translation for it by selecting "Translate" and "Add" under "Operations".



5. Create the translation in the same way as the ordinary one and save.

6. You can come back to edit your event later by logging in.