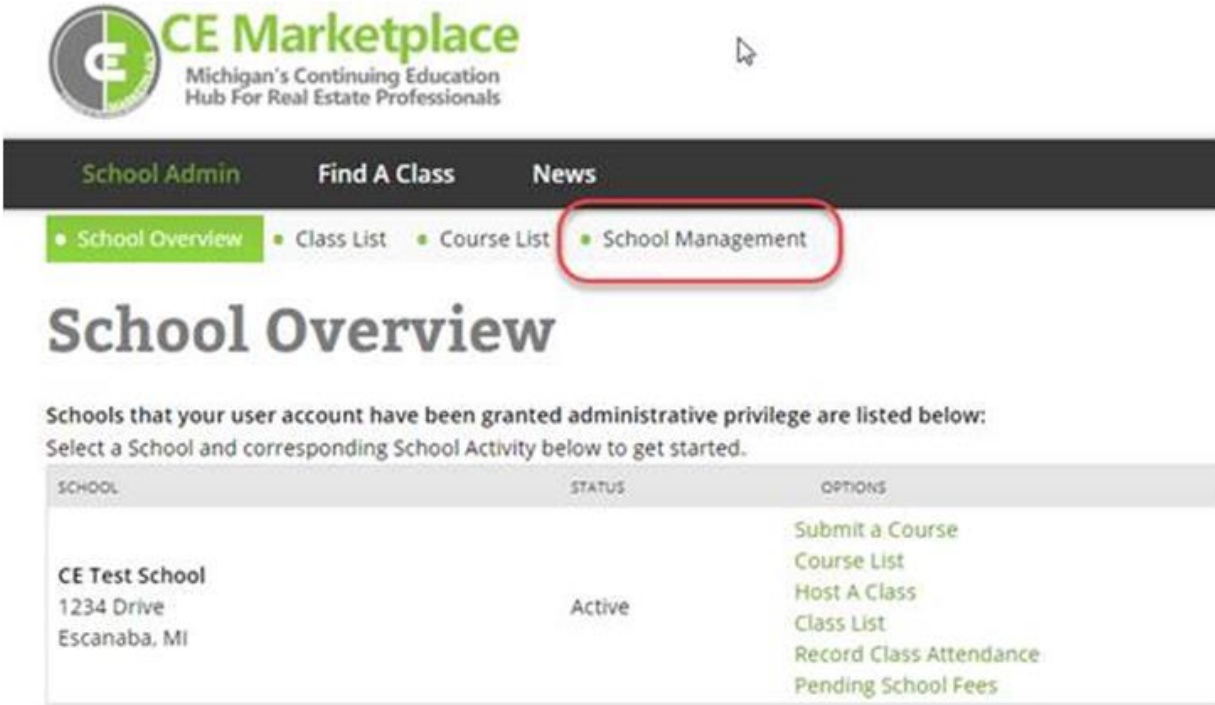


Adding Venues to a School Account

To add venues to your School, click on the School Management link from your School Overview page:



One you are on the School Management page, you will first click on the School in which you will be adding venues:



Once you are at the School Management page, click on the 'Edit Venues' button:



Next you will add venues to your School Venue list by clicking the 'Add Venues' button:

School Venues

Manage school venues for **CE Marketplace Example School** below

There are currently no venues matching your search criteria.

Add Venue

[School Details](#)

On the next page, you will be able to add your venue information. Once this is completed please select the acknowledgement agreement check box and then click "Save."

School Venues

Manage school venues for **CE Marketplace Example School** below

Venue Name *	<input type="text"/>
Street Address *	<input type="text"/>
Street Address 2	<input type="text"/>
City *	<input type="text"/>
State/Province *	<input type="text" value="Michigan"/>
Postal Code *	<input type="text"/>
Country *	<input type="text" value="United States"/>
Website Address	<input type="text"/>
Primary Contact Name	<input type="text"/>
Contact Person Email	<input type="text"/>
Contact Office Phone	<input type="text"/>
Venue Status	<input type="text" value="Active"/>

* Our School agrees to the terms of CE Marketplace

Save

Cancel