

HOW TO ADD YOUR SHOW TO THE HOTEL UTAH OPEN MIC WEBSITE [[HTTP://THEUTAH.ORG](http://theutah.org)]



To add your show to the Utah Open Mic's show calendar:

1. **Sign up with upcoming.org and login** - Navigate to <http://upcoming.org> and login. If you don't already have an account, you'll need to create one.
2. **Join "The Utah" group** -
 1. Once you've signed in, click on "Groups" in the top menu.
 2. On the groups page, search for the group named "The Utah".
 3. In the search results, click on the group named "The Utah".
 4. In the group details page, click "Join this group"
3. **Add the event and send it to "The Utah" group** -
 1. Click the link labeled "Add New Event"
 2. Fill out all info. Make sure that under "Privacy: Who can see it?", "Anyone and everyone" is selected.
 3. Click "Preview" and then "Add Event"
 4. Once you've added the event, you'll end up on the event details page. On the event details page, click "Send to group" and select "The Utah" in the drop down.
4. **Verify that it worked** - Navigate back to <http://theutah.org> and verify that it's listed.

If you have any questions, drop me an email at jj@theutah.org