

## How to post your event on the Girls in ICT Portal:

1. Go to the Portal address: <https://www.itu.int/girlsinict>
2. Scrolling down, you will find our world map of events. Before posting your event, you will have to create an account (if you already have an account skip to step 5).
3. To create an account, click on the **ADD EVENT button**, just on the left of the world map (circled plus button). Then click on **SIGN UP**. You will be requested an email address.
4. Once you have submitted your request, you will receive a confirmation email. Please note that this might take a few hours. In the email there will be a link. Click on it to confirm that your address is valid. Your account is now created.
5. You can now log into the system with your username and password and start uploading your event by clicking again on the **ADD EVENT button**.
6. Fill in the form with all the information, making sure to press the **PREVIEW** button and then the **SUBMIT** button at the end. If the submission is successful, you will receive via email a link to your event. This link will not work until your submission is approved. Please note that publication is not immediate, as we will have to revise the event before publishing it. Your event will not appear online until it has been revised by our team. You will be notified as soon as the event is published.  
Please do not submit an event more than once.
7. Once the event published, you will receive an email confirming the publication and the link to your event will be valid.
8. You will be able to edit your event anytime by just logging into your account, opening the event and clicking on the **pencil icon** button at the top right corner of your page.
9. Please don't forget to update your page after the event with further details, pictures, videos and number of girls involved.
10. For any technical issues please contact [girlsinict@itu.int](mailto:girlsinict@itu.int)