How to Create an MFG Day Event Entry

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Step 1: Log on to the MFG Day site

https://www.mfgday.com

Username:

Password:
Step 2: Check for existing event

Select “Find an Event”

Filter Events

- If you need to, select your year. Generally, this is pre-selected.
- Select United States.
- Select Florida. If you can’t select it, go back and select “All Countries” and then United States again.

Go down and then look to see if your event has already been created. Check date and location, as your company might be there but might be under a different tour than the one you’re planning. The list is in alphabetical order.

If you can’t find your event, continue to Step 3a.
Step 3a: Create an event for MFG Day

Select "Host an Event"

Put in, without quotation marks, “Name of Organization [as found on main website]” (Made In Florida Industry Tour)

Create an Event
Welcome back! Create your MFG DAY event in 3 easy steps!

1. Event Details
Name of Host Company or Organization *

Full Address *
(e.g. 833 Featherstone Rd, Rockford, IL 61107) This is where we’ll display your event on the map.

Check tour info from school for specific facility address. Otherwise, Google it. There are issues where the site will not accept the address, even if it is valid. Just re-enter and try again.

Copy and paste this for every single one.

What will visitors experience at your event? *
- Facility Tour
- Presentation
- Job Fair
- Manufacturing Expo
- Other (Specify in Description)

The 2017 Manufacturing Day, Made in Florida Industry tour for students are geared to showcase products that are “Made in Florida” as well as give students, educators and the community at large an up-close look at high-skilled, high-wage educational and careers pathways in Florida’s diverse manufacturing sectors.

Check these two by default. There might be orders to select others.

Click this to go onto the next page.

NEXT
Step 3b: Create an event for MFG Day

Check Invite-only Private Event. It’ll get rid of most of the stuff after it.

2. Registration & Contact Info

Is this event open to the public or invitation-only? *
- Public Welcome (Default choice selected)
- Invite-only Private Event

Contact Person Name *

Email *

Phone *

Put in event manager/coordinator name

Contact email address

Contact phone number

Click this to go onto the next page.
Step 3c: Create an event for MFG Day

Now for this, you’ll have to go to the company website and answer these questions to the best of your ability based off of that information. If you are uncertain, you can ask for help, but it’s best to try and do it yourself, as your supervisors will be going off of the same information you have.

Click this to finish one event of many.