

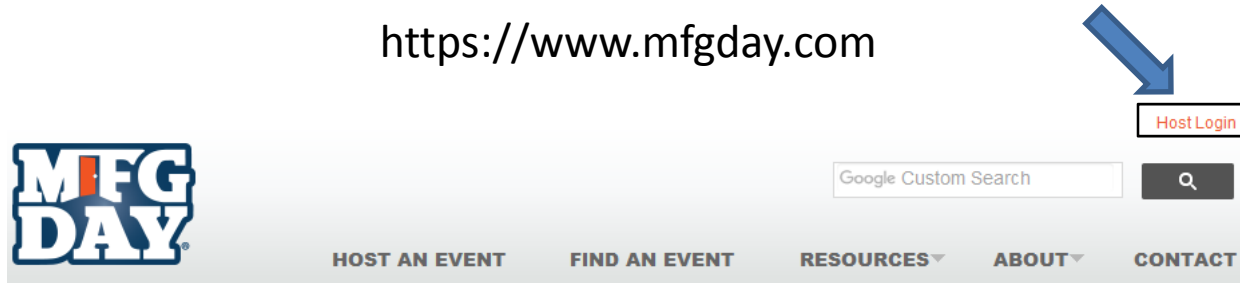
How to Create an MFG Day Event Entry

Created on 10/12/2017

Last Updated on 10/12/2017

Step 1: Log on to the MFG Day site

https://www.mfgday.com



Username:



Password:



Host login

E-mail or username *

Enter your e-mail address or username.

Password *

Enter the password that accompanies your e-mail.

LOG IN

Step 2: Check for existing event



Select
“Find an Event”

Filter Events

2017 United States Florida -- All Cities --



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.

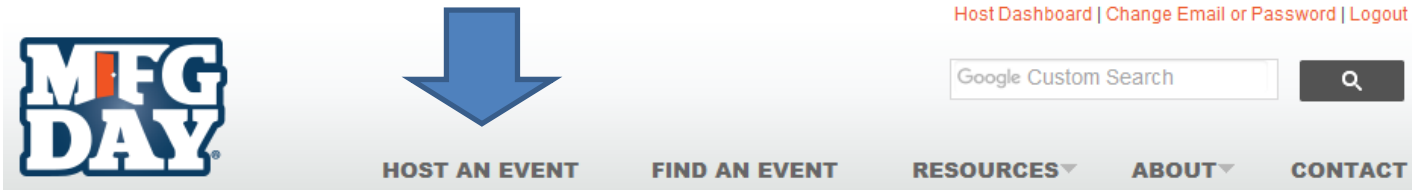
If you can't find your event, continue to Step 3a.

Sort by: Host | Date

Page: 1 | 2 | Next >

 ACCUFORM Brooksville, FL	October 6, 2017 - Invitation-Only	VIEW DETAILS
Accuform manufactures safety signage using the latest in digital printing and finishing technologies. This also includes a R&D department that...		
ADAMS GROUP (MADE IN FLORIDA INDUSTRY TOUR) North Port, FL	October 5, 2017 - Invitation-Only	VIEW DETAILS

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!

Have questions? [Contact Us](#) for help.

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.

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

What will visitors experience at your event? *

- Facility Tour
- Presentation
- Job Fair
- Manufacturing Expo
- Other (Specify in Description)

Event 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.

What makes your event unique? Why should someone attend? Include information regarding dress code, safety, or special instructions for students and educators.

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 *



Put in event manager/coordinator name

Email *



Contact email address

Phone *



Contact phone number

Click this to go onto the next page.



NEXT

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.

3. Host Info

What type of organization is Nosferatu Businesses (Made in Florida Industry Tour)? *

- Select -

What is Nosferatu Businesses (Made in Florida Industry Tour)'s primary industry served? *

- Select -

Is Nosferatu Businesses (Made in Florida Industry Tour) a member of any associations?

Fabricators & Manufacturers Association (FMA)

National Association of Manufacturers (NAM)

Other

About Nosferatu Businesses (Made in Florida Industry Tour) *

Briefly describe what your company or organization does. Not sure what to write? Copy from the About Us page on your website. 1000 characters remaining.

Click this to finish one event of many.



SAVE EVENT