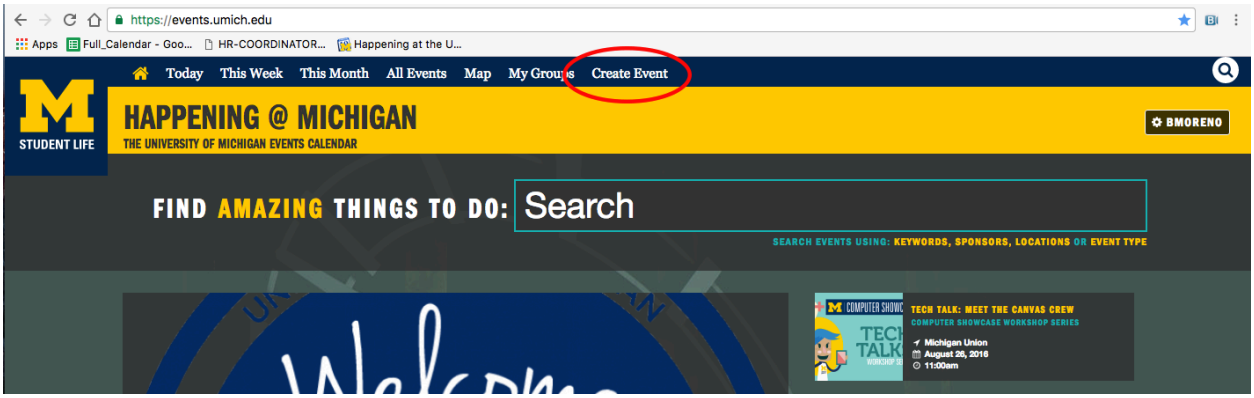
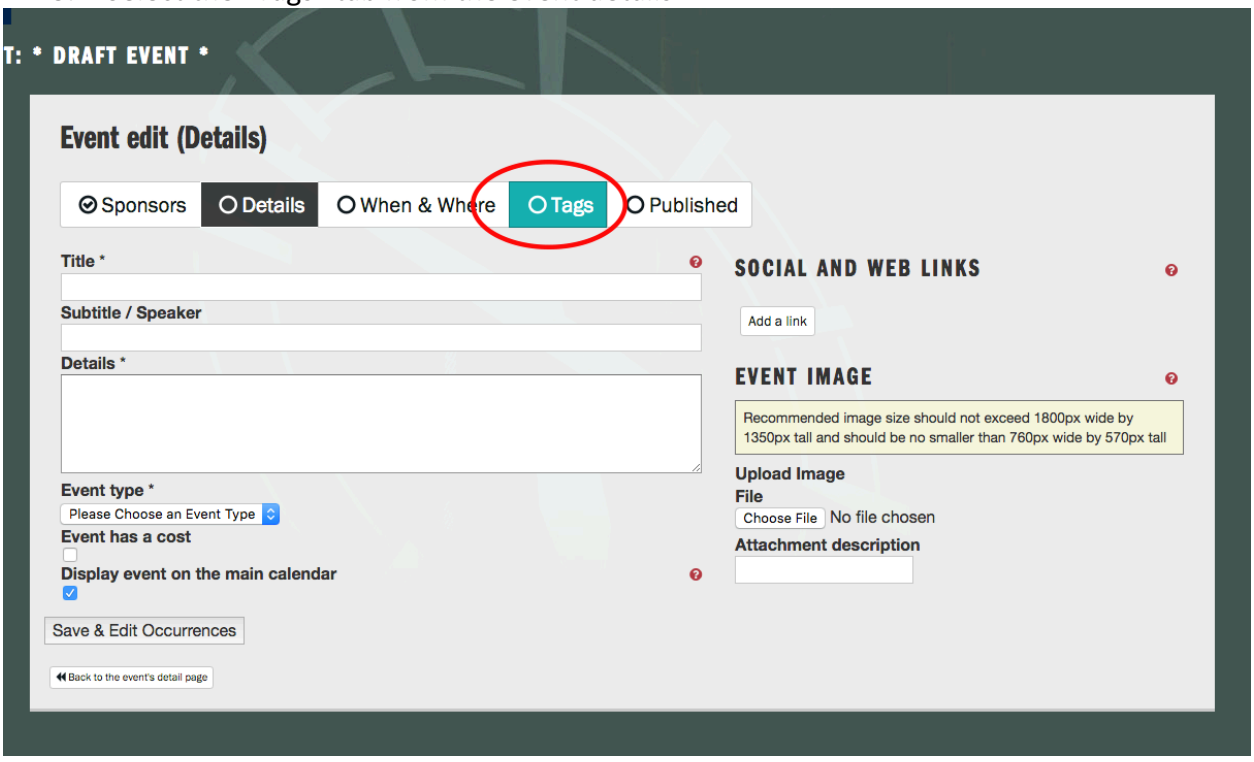
How to tag a Bicentennial event in the Happening@Michigan calendar.

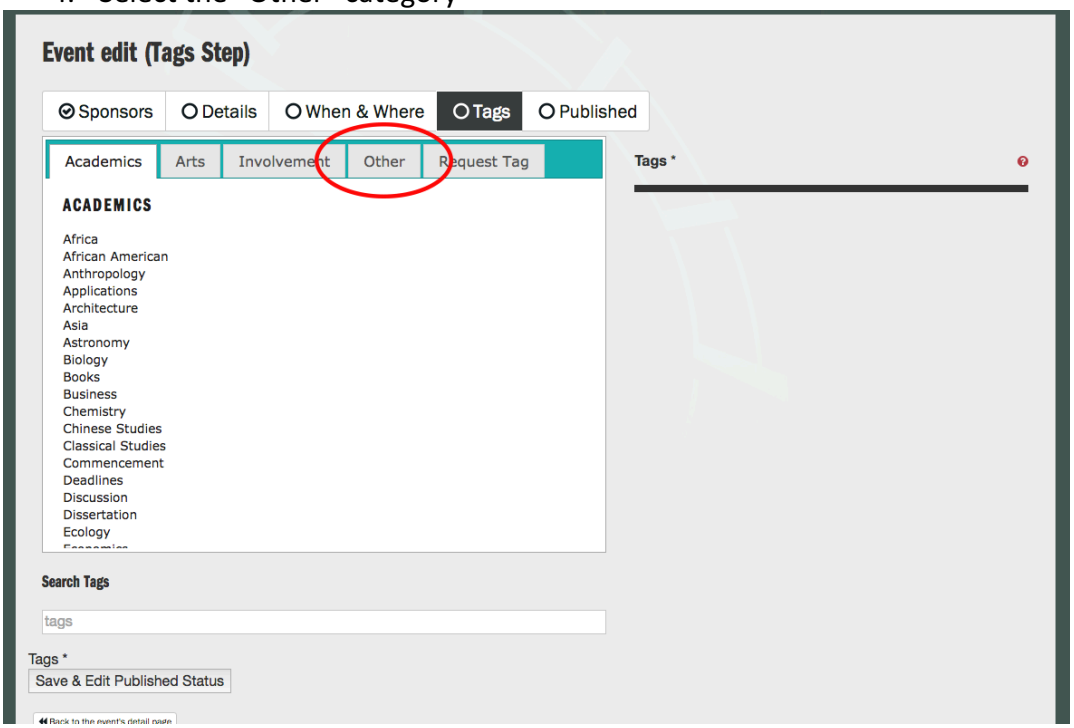
1. Go to https://events.umich.edu
2. If this is a new event, click on Create Event and login using your uniqname and password. If this event already exists in the calendar, login as if you were editing the event.



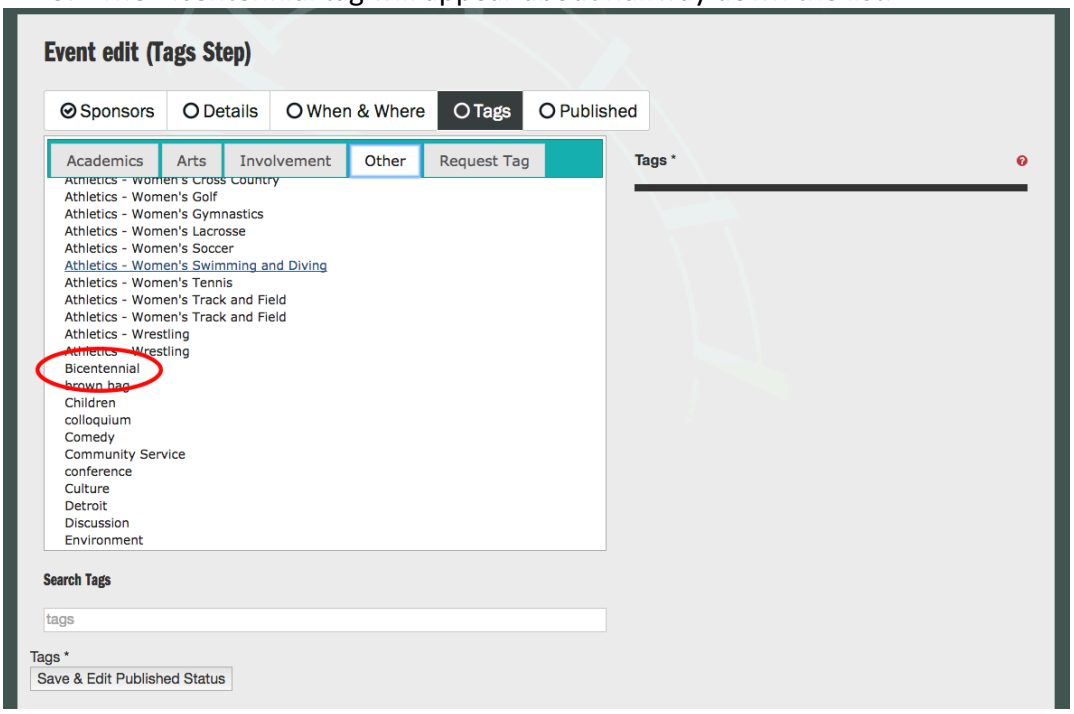
3. Select the "Tags" tab from the event details



4. Select the “Other” category



5. The Bicentennial tag will appear about halfway down the list.



6. Complete the additional details and publish the event. Your event will now appear on the Bicentennial website calendar.