




Connect > Engage > Advance

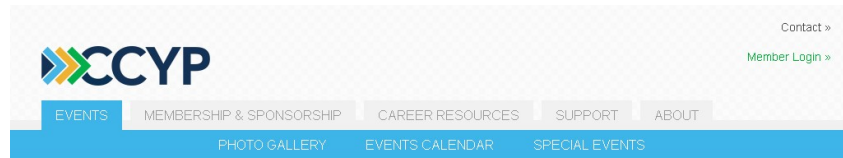
**HOW TO SUBMIT AN
EVENT THROUGH THE
MEMBER
INFORMATION
CENTER**

PO Box 634 • Barnstable, MA 02630
508-714-2201 • info@capecodyoungprofessionals.org
www.capecodyoungprofessionals.org

HOW TO SUBMIT AN EVENT

Log in to the Member Information Center (MIC)

 Member login is located at the top right hand side of website (see below). Contact CCYP at info@capecodyoungprofessionals.org if you do not have your username and password.



LOGIN

Username:

Password:

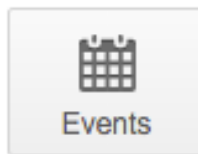
[Forgot your password?](#)

OR LOGIN WITH...



1. Events Button

- ▶ Access the submission area from the Events button



2. Add Event

- ▶ Select Add Event at the top right. Fill out all fields and select Submit for Approval. The event posting will be reviewed by CCYP and posted on our online [CCYP Events Calendar](#).

