





Step-by-Step Guide to Posting Your Urban October Event on GEMS

The online event system in GEMS allows you to revise your event details. Please note that revisions can only be made to the sections of your event that will appear on the Urban October website, which can be accessed <u>here.</u>

Please find here a step-by-step guide below:

- 1. Kindly follow the following link which will take you to GEMS platform: https://events.unhabitat.org/
- 2. Follow the link and select the Urban October event icon located on the left side of your screen.



3. After clicking the icon, you will be prompted to **sign up** if you do not already have an account to proceed:



3.1 If you already have an account, **please log in** to proceed.



4. Once you have created an account or logged in, you will be directed to your dashboard. From there, click on the **Urban October icon located on the home dashboard.**

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	You are currently not registered to	o any active UN-Habitat Events				
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5. **Register for Urban October by following the steps** as seen in the below screenshot:

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		Do you have a partner for this event?		
		No	~	
		Post your event brochure, banner and flier		

6. You will be redirected to the event form, where you can enter your event details:

7. Once you have submitted the event form, you will be redirected to a page where you can **download** or **edit** your submission:

	Soweto Housing	
G Home	Details	✓ Your event application has been saved.
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	Title of Event Soweto Housing	
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	Activity Description Housing	
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8. Once you have entered your details and submitted the form, click on the "**Applications**" tab, as shown in the screenshot below. There, you will find your event applications.

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9. To submit **additional** event applications, please click on the tab shown in the screenshot below.

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