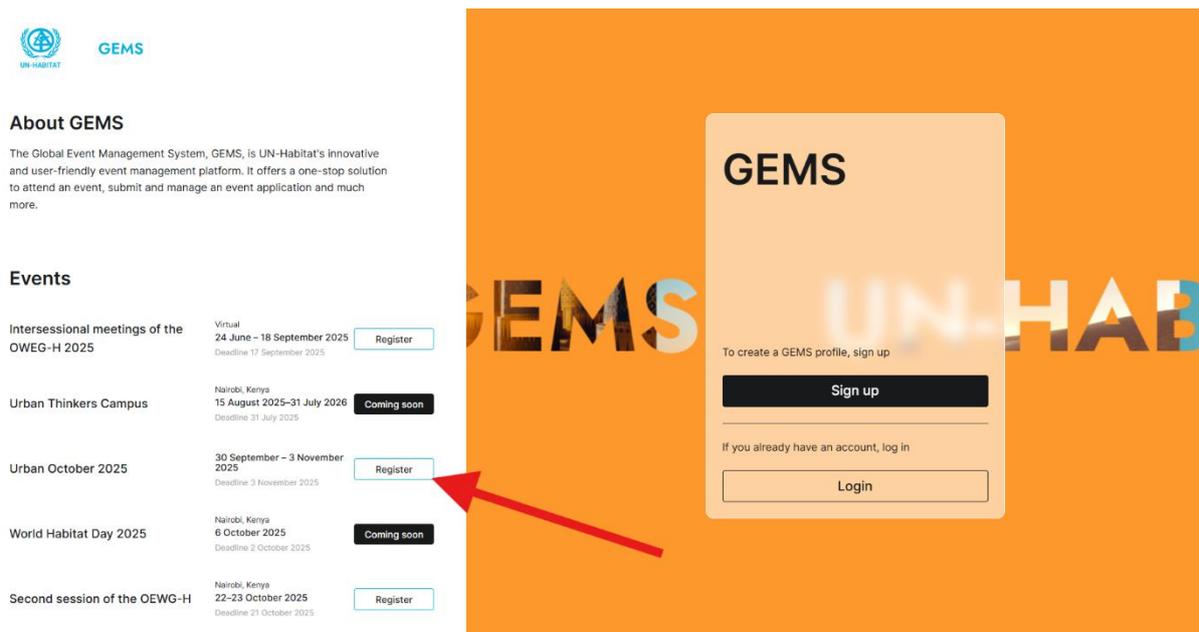


# Step-by-Step Guide to Posting Your Urban October Event on GEMS

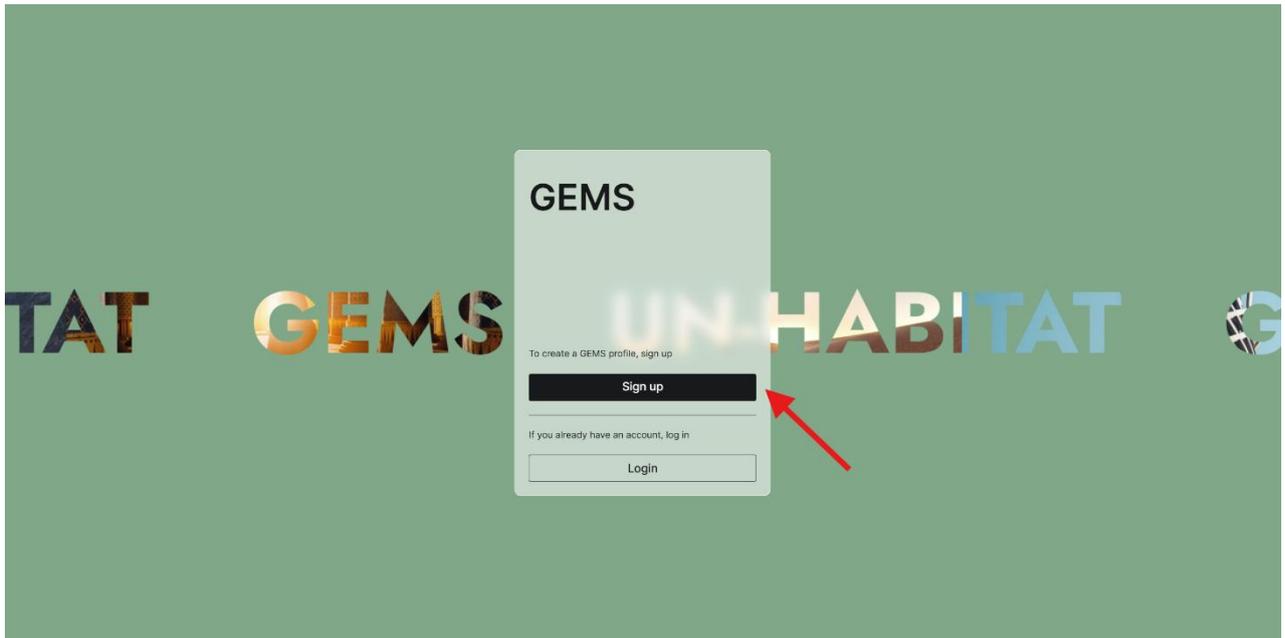
The online event system in GEMS allows you to revise your event details. Please note that revisions can only be made to the sections of your event that will appear on the Urban October website, which can be accessed [here](#).

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

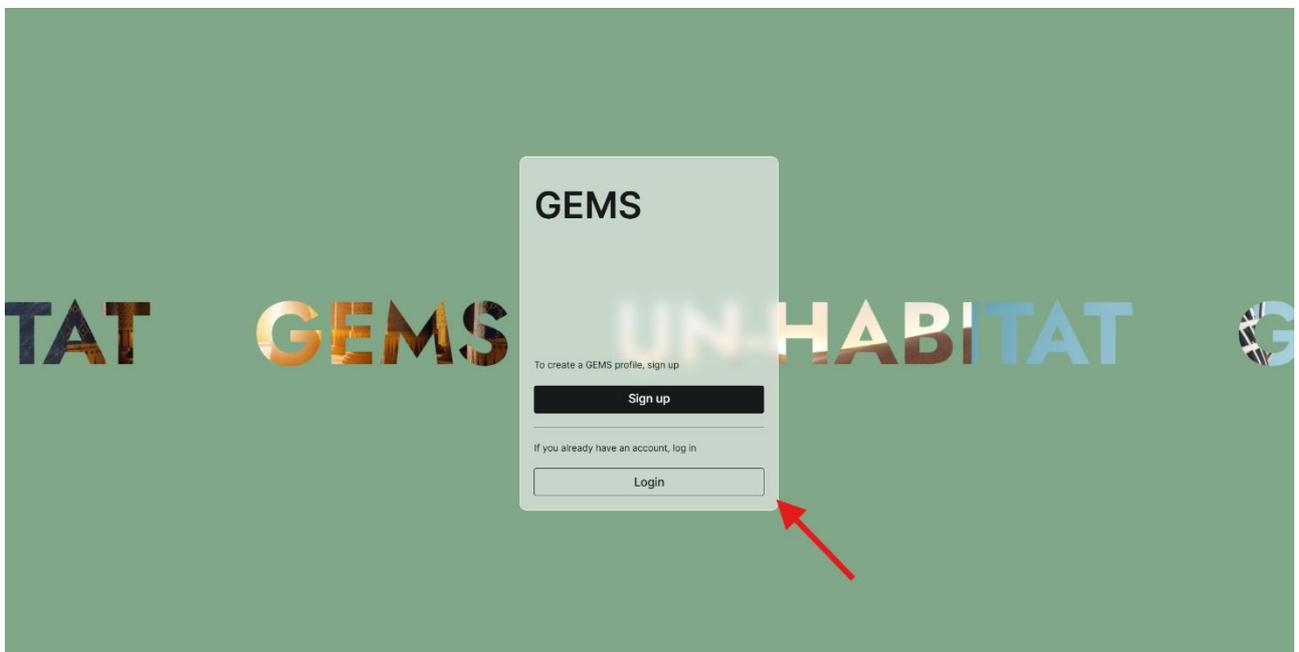
1. Kindly follow the following link which will take you to GEMS platform: <https://events.unhabitat.org/>
2. Follow the link and select the Urban October event icon located on the left side of your screen.



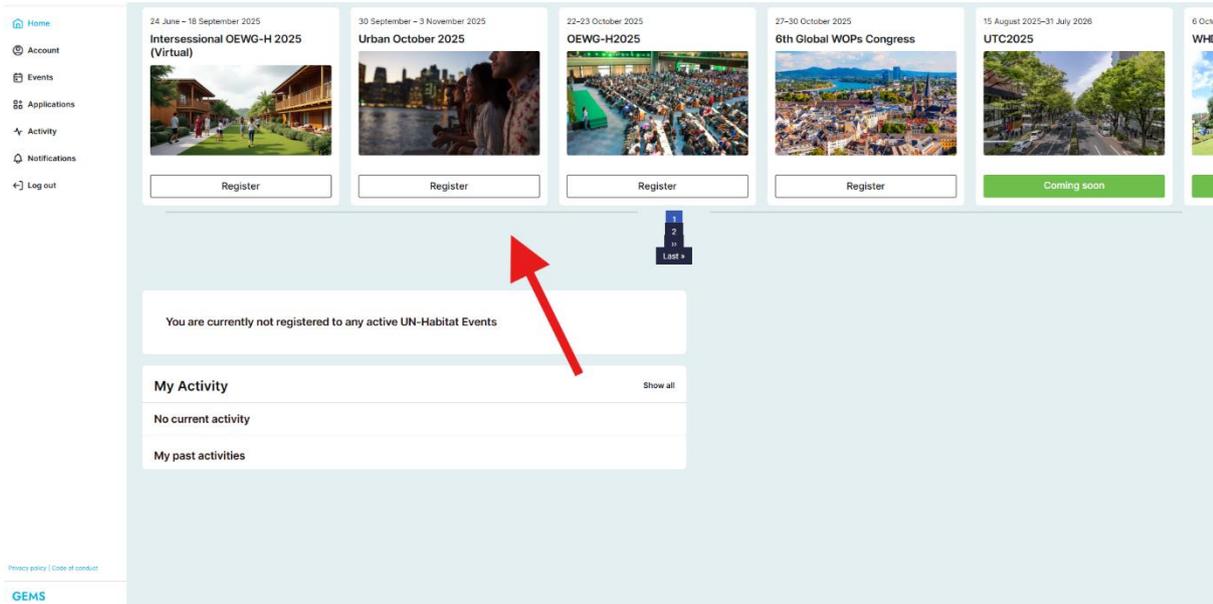
3. After clicking the icon, you will be prompted to **sign up** if you do not already have an account to proceed:



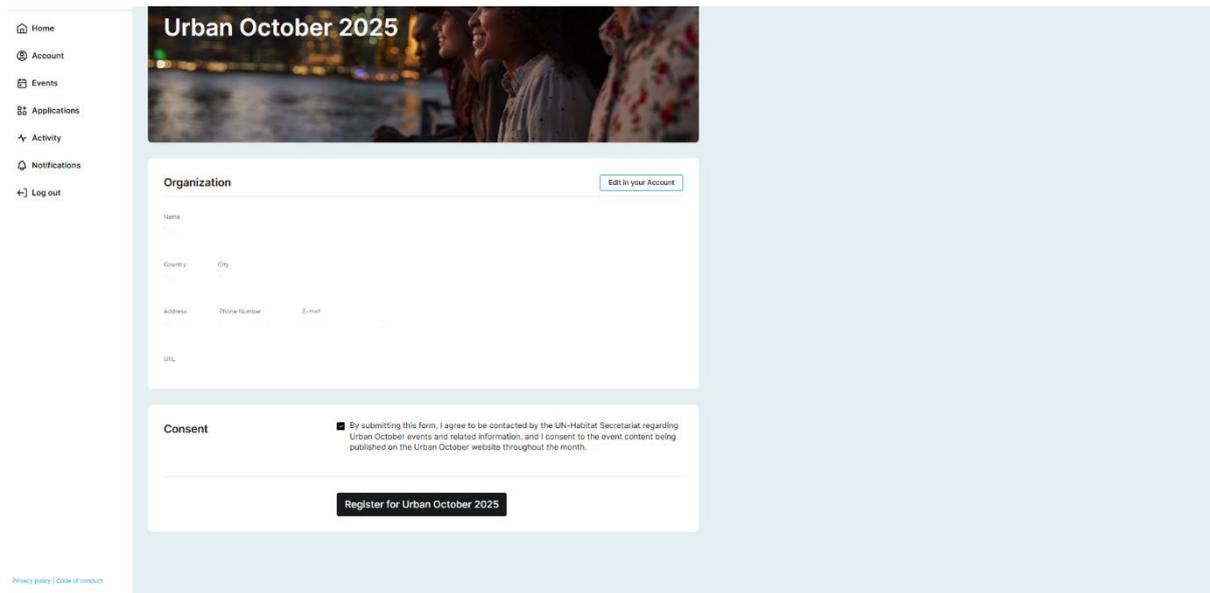
3.1 If you already have an account, **please log in** to proceed.



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**.

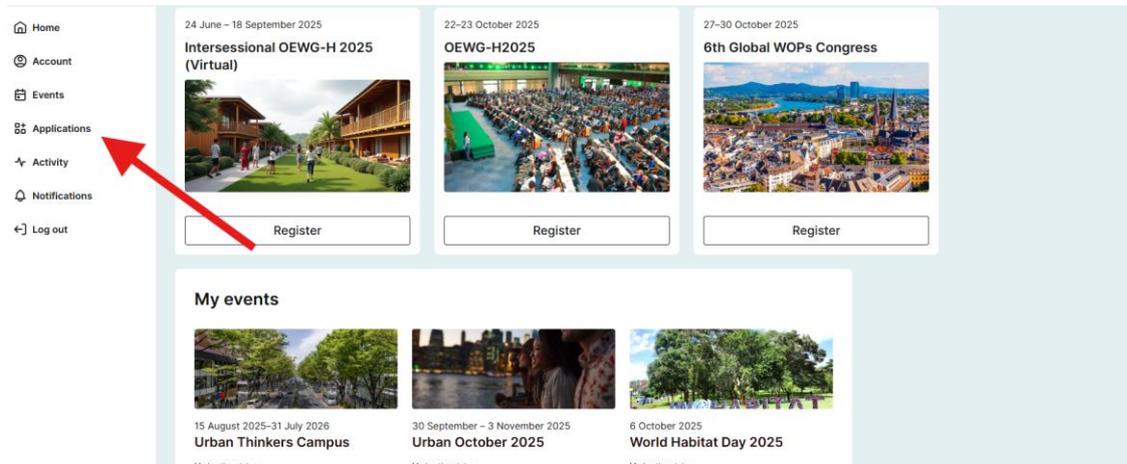


5. **Register for Urban October by following the steps** as seen in the below screenshot:





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.



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

