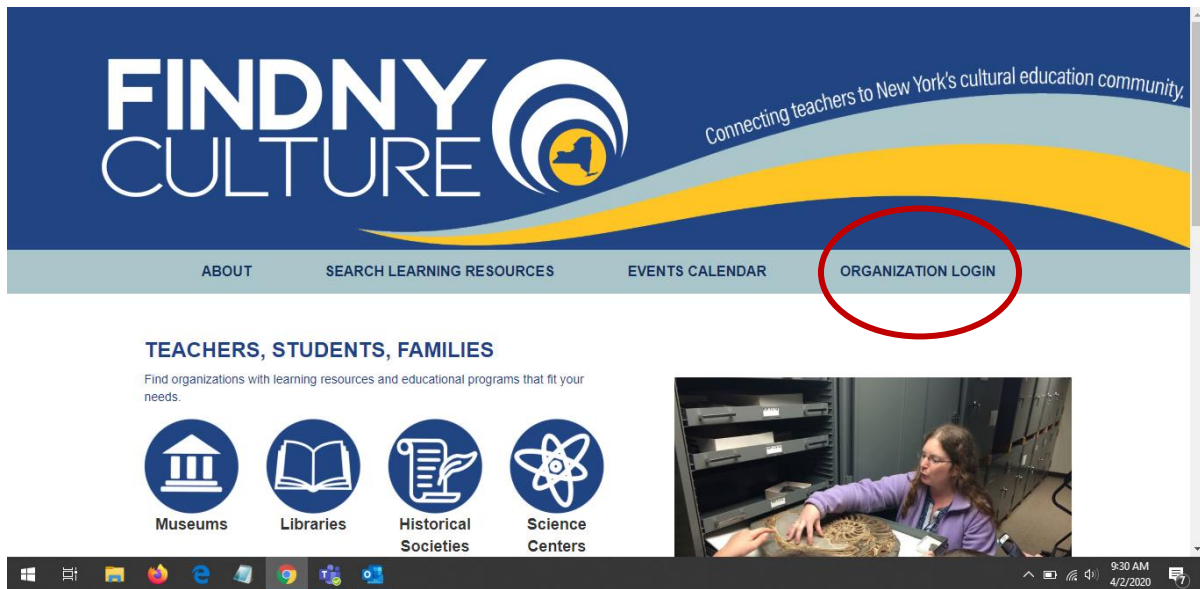
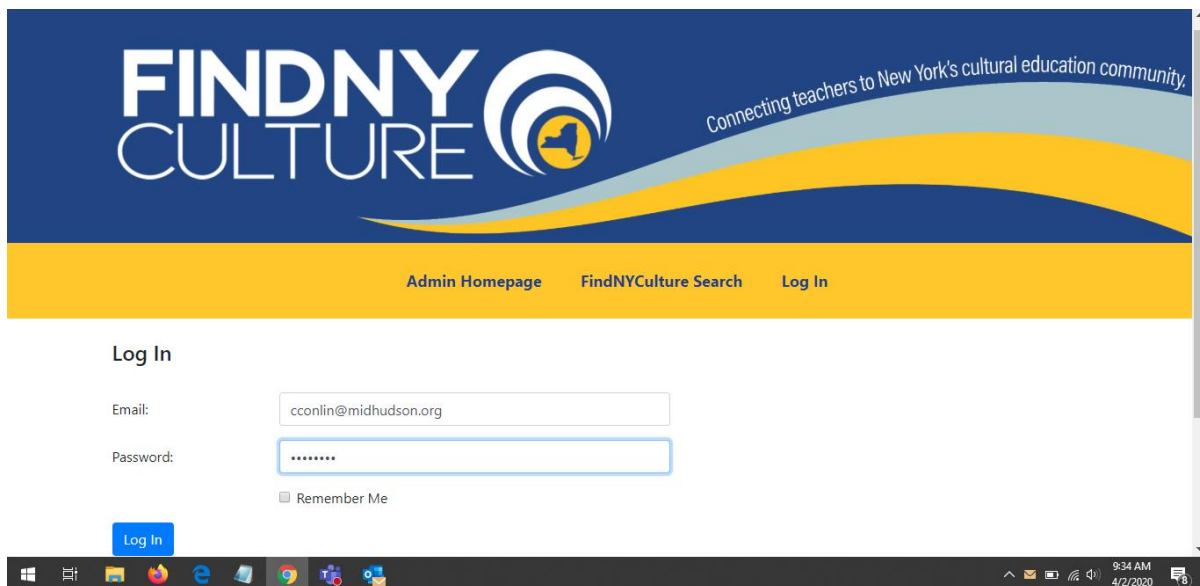


Libraries that are interested in promoting and sharing their online classes and events across a wider platform are all invited to use the FindNYCulture.org website, which was created by the Office of Cultural Education. Sharing these events statewide could help to extend access to online story times, book chats, and lectures across the state.

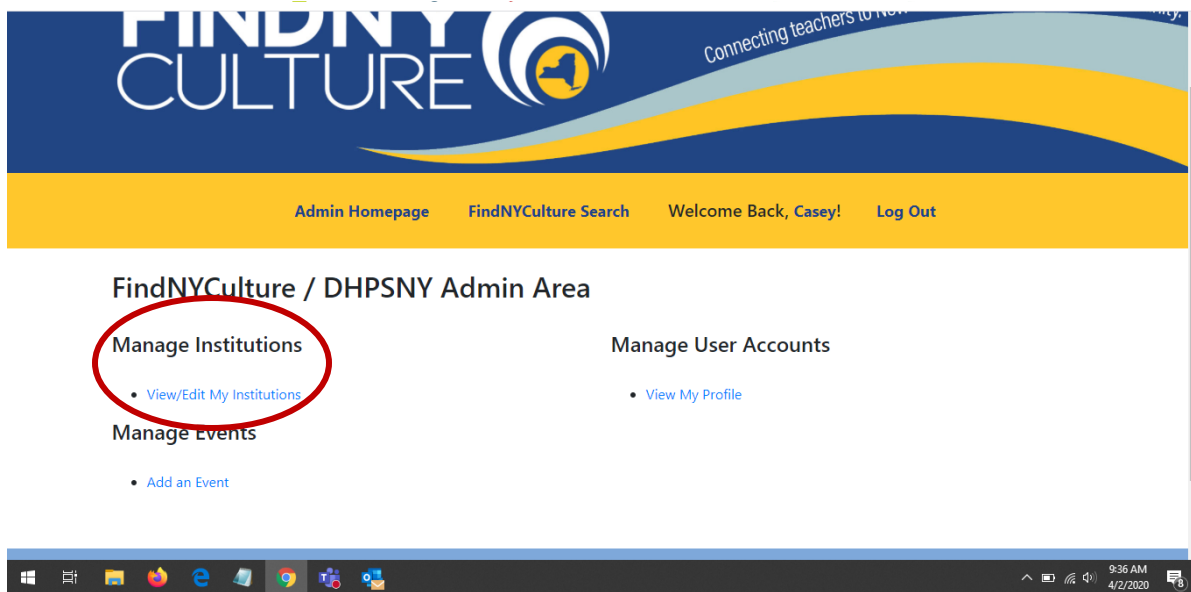
To receive login information for your profile, please send an email to info@findnyculture.org



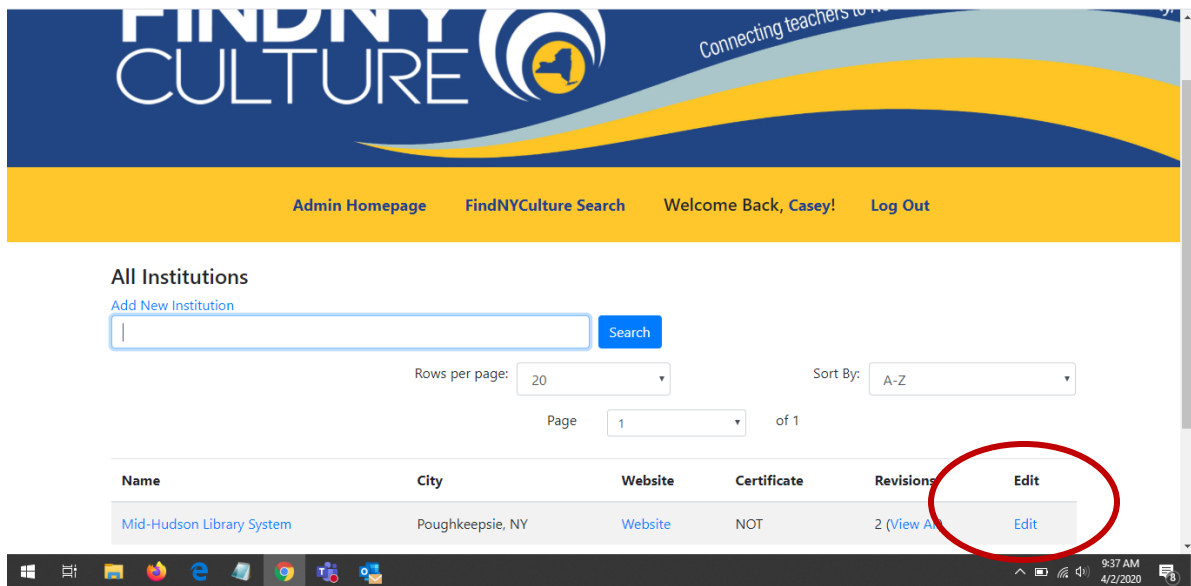
Once you receive your login information visit <http://findnyculture.org/> and choose *Organization Login*



Login with your assigned email and password.



Once logged in choose *View/Edit My Institutions* under *Manage Institutions*.



Select the *Edit* link in the far-right column. From here you can edit the fields and make selections (this is vital and will help users connect to your educational programs).

Edit Mid-Hudson Library System

[View All](#)

Institution Name

Popular Institution Name

Institution Type

Institution Type (Secondary)

Grade Level

<input type="checkbox"/> Pre-Kindergarten	<input type="checkbox"/> 4th - 5th Grade	<input type="checkbox"/> 9th - 10th Grade
<input type="checkbox"/> Kindergarten - 1st Grade	<input type="checkbox"/> Middle School (6th - 8th Grade)	<input type="checkbox"/> 11th - 12th Grade
<input type="checkbox"/> 2nd - 3rd Grade		

Program Type

<input type="checkbox"/> Staff Travel to School	<input type="checkbox"/> Self-Guided Tour	<input type="checkbox"/> Accessible
<input type="checkbox"/> Distance Learning	<input type="checkbox"/> Research Visit	<input type="checkbox"/> Professional Development

You may add up to three website URLs. Make sure to add a phone number and email address. The email address will not be public. The email address will make it possible for website administrators to communicate with you. Click *Update Institution* when finished.

Admin Homepage FindNYCulture Search Welcome Back, Casey! Log Out

FindNYCulture / DHPSNY Admin Area

Manage Institutions <ul style="list-style-type: none">View/Edit My Institutions	Manage User Accounts <ul style="list-style-type: none">View My Profile
Manage Events <ul style="list-style-type: none">Add an Event	

To add events, choose *Add an Event* under *Manage Events*.

Add Event

Title

Description

Descriptions are limited to 500 characters.

Start Date/Time

Month Day Year

Hour Min AM

End Date/Time

Month Day Year

Complete the form to add an event. Click *Submit* when done. You can add one event on one date per form.