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## User registration and event submission instructions

Community members can now register and create accounts on the Hinckley Township web site in order to submit events to be included in the Township Event Calendar!

Follow the below instructions to get started. You may want to print or write down these instructions before you leave this page.

1. Complete and submit the form below to create your new account on [hinckleytwp.org](http://hinckleytwp.org)
2. After submitting the form, check the inbox of the e-mail address you provided for an activation e-mail. This e-mail will come from [webmaster@hinckleytwp.org](mailto:webmaster@hinckleytwp.org). **If you do not see the e-mail within a few moments, be sure to check your "spam" and "trash" folders in case the e-mail was classified as spam by your e-mail software.**
3. Follow the instructions in the activation e-mail to log in to the site for the first time and set your permanent password.
4. After logging in and changing your password, use the navigation links at the left (click *News and Events*) to return to the Township Event Calendar. At the top of the calendar you will now see an *Add+* link. Following this link will allow you to begin submitting new events!
5. Enter all of the appropriate details for your new events and click *Save*. **Please note:** Events you submit **will not** automatically appear on the township web site. They will be placed in an approval queue to be reviewed and approved by an administrator. Please allow 2-3 business days for your events to be approved. If they are not approved within this time, you may contact the township administration building at 330.278.4181 or e-mail [calendar-admins@hinckleytwp.org](mailto:calendar-admins@hinckleytwp.org).
6. When finished adding events, **be sure to log out** using the *Log out* link in the bottom left below your username. In the future, you can log back in with the same log in information using the log in form that appears on all event calendar pages.

Although this web site is the official site for Hinckley Township, it is for informational purposes only. It is not the official record of Hinckley Township; the official records are maintained at the Administration Building.

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