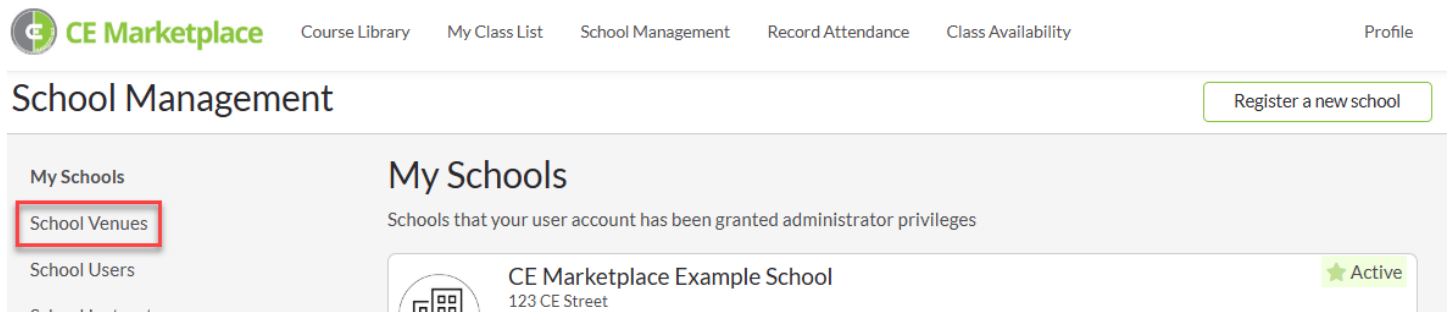


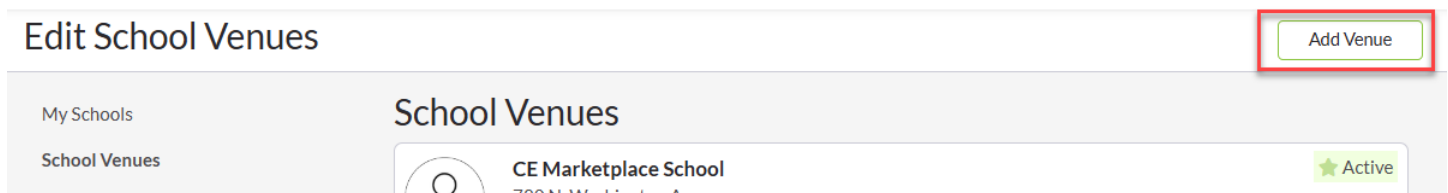
Adding a Venue to your CE Marketplace School Account

To add a venue to your CE Marketplace account, you will first login and navigate to your 'School Management' page. Next you will click on the 'School Venues' link as seen below.



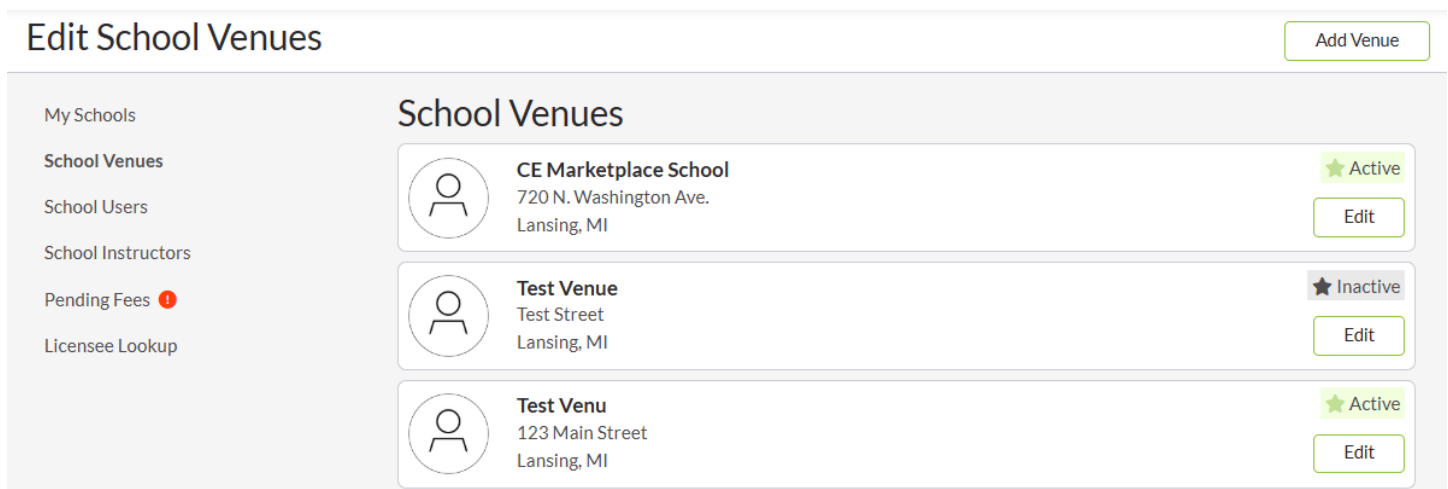
The screenshot shows the CE Marketplace School Management interface. At the top, there is a navigation bar with links: Course Library, My Class List, School Management, Record Attendance, Class Availability, and Profile. Below this, the 'School Management' section is displayed. On the left, a sidebar contains links: My Schools, School Venues (highlighted with a red box), School Users, and School Instructors. The main content area is titled 'My Schools' and lists 'CE Marketplace Example School' with the address '123 CE Street' and a status of 'Active'.

Once you are on the 'Edit School Venues' page, click the 'Add Venue' button in the upper right-hand corner of the screen.



The screenshot shows the 'Edit School Venues' page. The left sidebar has links: My Schools, School Venues (highlighted), School Users, School Instructors, Pending Fees, and Licensee Lookup. The main content area is titled 'School Venues' and lists 'CE Marketplace School' with the address '720 N. Washington Ave.' and a status of 'Active'. The 'Add Venue' button in the top right corner is highlighted with a red box.

On the next page you will enter the details of the venue where you will be hosting your class session. Details include the venue name, street address, city, state, zip code, country, primary contact name, primary contact phone.



The screenshot shows the 'Edit School Venues' page with a list of venues. The left sidebar has links: My Schools, School Venues (highlighted), School Users, School Instructors, Pending Fees, and Licensee Lookup. The main content area is titled 'School Venues' and lists three venues: 'CE Marketplace School' (720 N. Washington Ave., Lansing, MI, Active), 'Test Venue' (Test Street, Lansing, MI, Inactive), and 'Test Venue' (123 Main Street, Lansing, MI, Active). Each venue has an 'Edit' button.

Upon entering in all the venue information, click the 'Save Venue' button at the bottom of the form. Once you have saved the venue, you will return to your list of all venues. Your venue has now been added to your School account and you may now select the venue as an option when hosting a class session.

If you have any questions or issues with adding a School venue, please contact CE Marketplace at (844)642-6633 or education@cemarketplace.net.