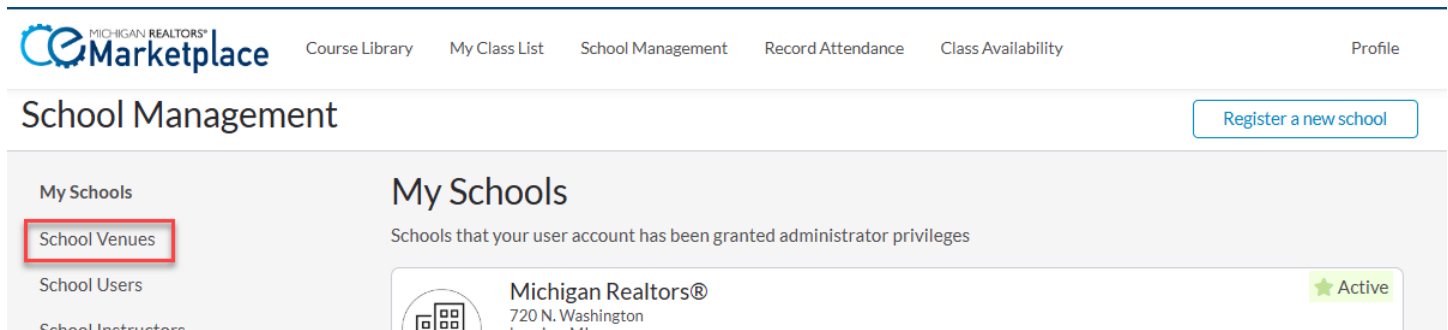
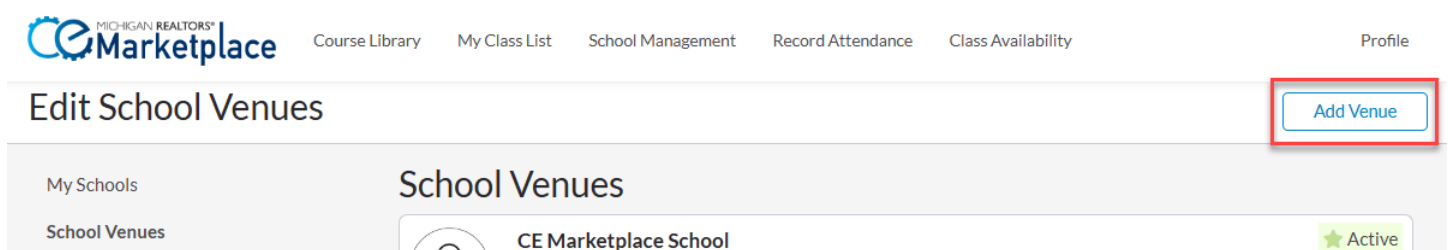


## Adding a Venue to your CE Marketplace School Account

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.

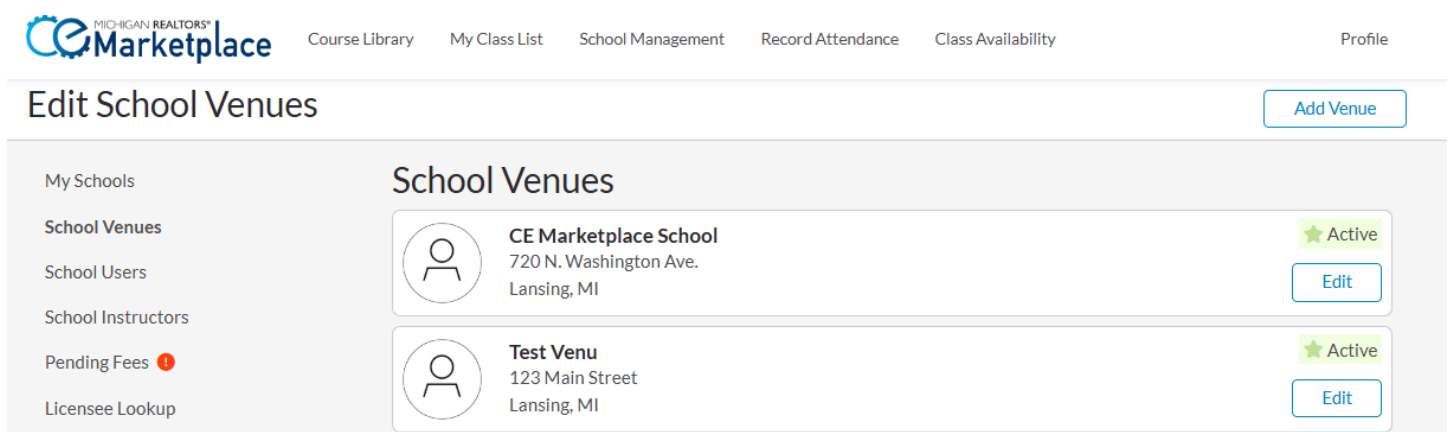


Once you are on the 'Edit School Venues' page, click the 'Add Venue' button in the upper right-hand corner of the screen.



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.

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](mailto:education@cemarketplace.net).