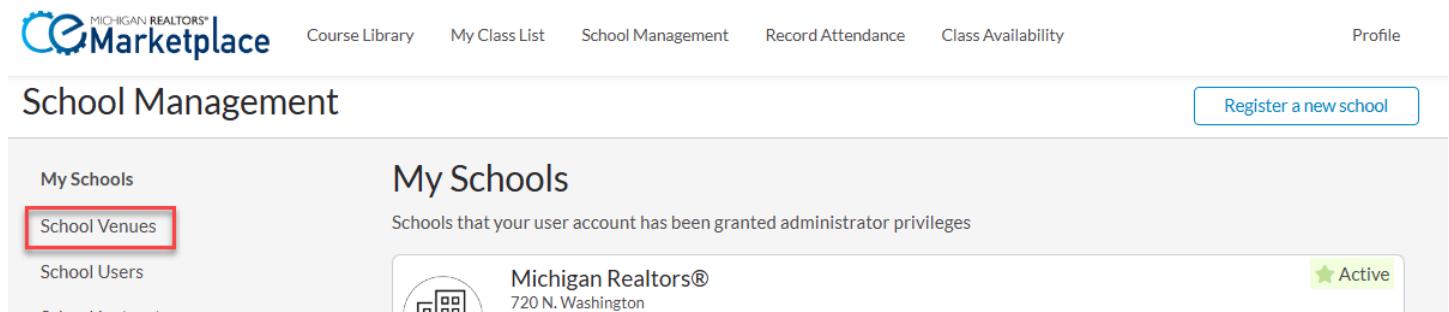


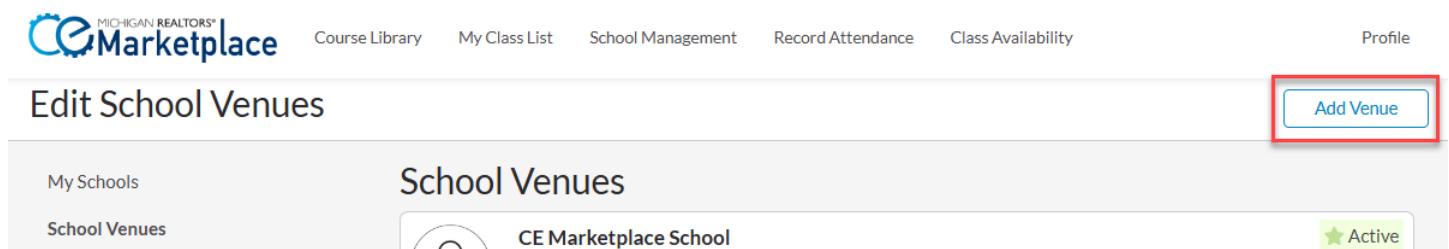
Adding a Venue to your CE Marketplace School Account

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 'School Management' section of the CE Marketplace. On the left, there is a sidebar with links: 'My Schools', 'School Venues' (which is highlighted with a red box), 'School Users', and 'School Instructors'. The main area is titled 'My Schools' and displays a list of schools with their names, addresses, and status (e.g., 'Michigan Realtors® 720 N. Washington' with 'Active' status). A 'Register a new school' button is located in the top right corner.

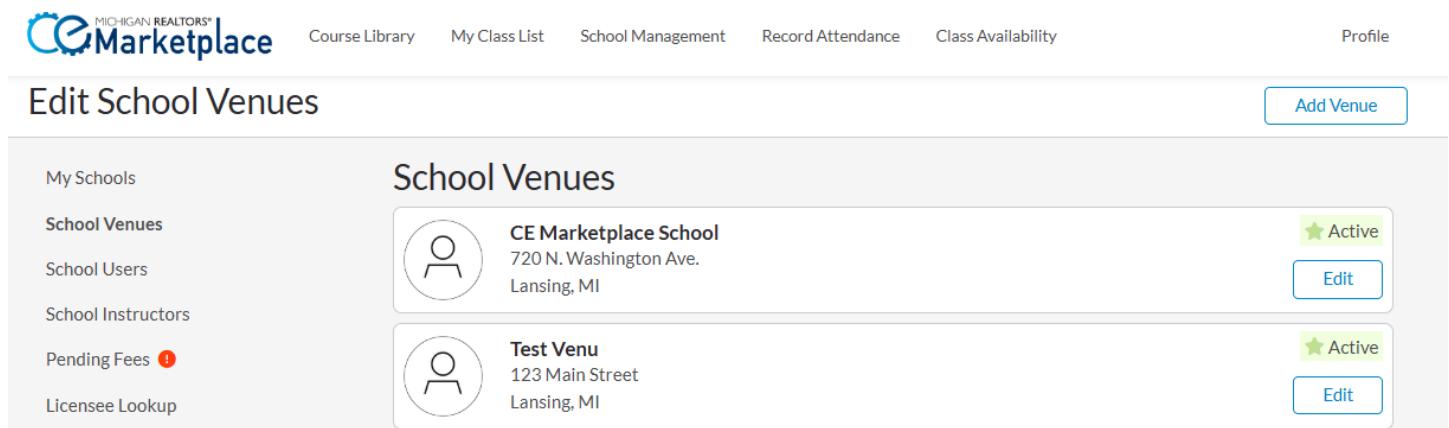
Once you are on the ‘Edit School Venues’ page, click the ‘Add Venu’ button in the upper right-hand corner of the screen.



The screenshot shows the 'Edit School Venues' page. The 'School Venues' link in the sidebar is highlighted with a red box. The main area is titled 'School Venues' and shows a single entry for 'CE Marketplace School' with an 'Active' status. A 'Add Venue' button is located in the top right corner.

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.



The screenshot shows the 'Edit School Venues' page with a list of venues. The 'School Venues' link in the sidebar is highlighted with a red box. The main area is titled 'School Venues' and lists two entries: 'CE Marketplace School' (720 N. Washington Ave., Lansing, MI) and 'Test Venu' (123 Main Street, Lansing, MI). Each entry has an 'Edit' button in the top right corner, which is highlighted with a red box for the 'Test Venu' entry.

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.