



## LANCASTER • PICKERINGTON • BUCKEYE LAKE

Visit Fairfield County Ohio  
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VisitFairfieldCounty.org  
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### How to Register for an Account and Submit a Listing on Ohio.org (State Tourism Listing & Events Database)

#### Step One – Set up an Account in the Ohio.org Listing & Events Database

- Go to [Ohio.org Listing & Events Database](https://development.my.site.com/OhioListings/s/login/) (<https://development.my.site.com/OhioListings/s/login/>) and click on the "Create Account?" link.
- Be sure to click on and read the FAQs on Business & Event Listings.
- Complete the brief form and click the "Sign Up" button at the bottom when you're finished.
- You will receive an email message with the subject line: Ohio.org Listings & Events Database User Activation Email. Please click the link to activate your new account.
- Once your account is approved, you will receive an email message with the subject line: Ohio.org Listings & Events Database User Account Approved

#### Step Two – Submit a Listing in the Ohio.org Listing & Events Database

- Log in to [Ohio.org Listing & Events Database](https://development.my.site.com/OhioListings/s/login/) (<https://development.my.site.com/OhioListings/s/login/>)
- Select Add "New Listing" or "New Event"
- Submit the basic information and click "Save Button"
- Edit the modules with details about the event and add photos
- Please ensure that all modules above have been completed and then click "*Submit*". If so, your listing is now complete and will be reviewed by TourismOhio. There is no SUBMIT BUTTON.
- You'll receive an email letting you know if your listing has been accepted or if there are questions.

Please contact [Jesse.Dotson@development.ohio.gov](mailto:Jesse.Dotson@development.ohio.gov) with any questions or concerns.

They have a new listing verification system for the Ohio.org Listing & Events Database, and will now conduct an audit once a year to verify the accuracy of all EVENT listings that appear on Ohio.org and are in consideration for the printed edition of the Ohio Travel Guide.