

## REGISTER YOUR SOLAR SITE ASSOCIATED WITH A LOCAL SOLAR TOUR:

The official weekend of the National Solar Tour is October 2-3, but you can host a Solar Site anytime of the year. Solar Sites can be a home, business, school, government building, non-profit, religious institution, or an electric vehicle. Please make sure your Local Solar Tour organizer has already signed up your Tour before you sign up your Solar Site.

1. Go to [nationalsolartour.org/signup](https://nationalsolartour.org/signup)
2. Select "**Solar Site as part of a Local Solar Tour**" for the first question
3. Then choose "**Add Entry**"
4. A new form will appear, please **answer the questions in the order they appear**.
5. Fill out your **contact information** for the main Solar Site organizer and any additional organizers. Please note, you can click the small "+" next to the last box on the right to add more than one additional contact.
6. Choose the Local Solar Tour you are associated with from the drop down list. **If you do not see your Local Solar Tour then your Tour Organizer has not signed up your Tour.**
7. Select the type of Solar Site you are hosting, then **input the name and description of your Solar Site**. Let attendees know your system size and what other features are at this site. If applicable, let us know the organization or company name.
8. Choose whether your Solar Site will be **in-person, virtual or a hybrid** Tour.

For an **in-person Solar Site**, please fill out the following:

- Select if you would like an **RSVP webpage** created for you or if you already have your own.
  - If you would like one created for you, let us know if you would like us to display your email for attendees to ask questions and upload a photo (**landscape preferred**) to feature on your RSVP webpage
  - If you already have your own website, please provide us the link so we can send attendees there.
- Add the **date(s) and time(s)** of your Solar Site Tour. Please note, you can click the small "+" next to the last box on the right to add more than one date/time.

For a **virtual Solar Site**, please fill out the following:

- Select if you would like a **webpage** for your virtual tour created for you or if you already have your own.
  - If you would like one created for you, select if you would like to **display your email** for attendees to ask you questions and **upload a photo (landscape preferred)** to feature on your webpage.
  - If you already have your own website, please provide us the link so we can send attendees there.
- To choose whether you would like to showcase your solar journey through **photos or a video**.
  - For **photos**, upload photos when prompted..
  - For a **video**, submit a Youtube or Vimeo link to your video.
- Choose if you will **livestream** parts of your Solar Site

For a **hybrid Tour**, please fill out the following:

- The **date(s) and time(s)** of your Solar Site tour - Please note, you can click the small "+" next to the last box on the right to add more than one date/time.
- Choose if you would like a **custom webpage** created for you or if you already have your own.
  - If you would like one created for you, choose if you would like to **display your email** for attendees to ask you questions and **upload a photo (landscape preferred)** to feature on your webpage.
  - If you already have your own website, please provide us the link so we can send attendees there.
- Tell us your **Solar Story**. Select how you would like to showcase your solar journey through a **photos or a video**.
  - For **photos**, upload photos when prompted..
  - For a **video**, submit a Youtube or Vimeo link directly to your video.
- Select if you plan on **live streaming** any part of your Solar Site tour.

9. Let us know about your previous National Solar Tour involvement.
10. Fill out the final details and additional information. **Be sure to sign up for our email list too!**
11. When your finished, select "**Add Entry**"
12. **Agree to Terms & Conditions**
13. When finished, select "**Submit**"