

REGISTER YOUR LOCAL SOLAR TOUR:

A Local Tour is a collection of Tour Sites. Note, as a host you do not need to showcase your own site. The official weekend of the National Solar Tour is October 6-8, but you can host a Local Tour anytime during the year.

1. Go to nationalsolartour.org/signup to sign up your Tour
2. For the first question, choose the option "**Local Tour**"
3. Then choose "**Add Entry**" to sign up your Local Tour
4. A new form will appear, please **answer the questions in the exact order they appear**.
5. Fill out your contact information for the **main Tour organizer** and any other Tour organizers. Please note, you can click the small "+" next to the last box on the right to add more than one additional contact.
6. Create a **name and description** for your Local Tour. Add details on what **features** attendees can expect to see on your Tour.
7. Select whether your Local Tour will be an **in-person, virtual or a hybrid** Tour.

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

- Select if you would like an **RSVP webpage** created for you or if you already have your own site.
 - If you selected that you would like one created for you, upload a photo (**landscape preferred**) to feature on the custom webpage.
 - If you already have your own Tour site, please **provide the link** so we can send attendees there.
- Add the **date(s) and time(s)** of your Local 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 Tour**, please fill out the following:

- Select if you would like a **custom webpage** created for your virtual Local Tour 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 site, please **provide the link** so we can send attendees there.
- Choose if you would like to livestream parts of your Tour.

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

- Select if you would like an **RSVP webpage** created for you or if you already have your own site.
 - 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 Tour site, please **provide the link** so we can send attendees there.
- Add the **date(s) and time(s)** of your Local Tour. Please note, you can click the small "+" next to the last box on the right to add more than one date/time.
- Select if you plan on **live streaming** parts of your Tour.

8. Let us know about your previous National Solar Tour involvement.

9. Fill out the final details and additional information. **Be sure to sign up for our email list too!**

10. When you are finished, select "**Add Entry**"

11. **Agree to Terms & Conditions**

12. When finished, select "**Submit**"