

# Host Table Registration: How To Sign Up

## 1 Registration page

- Visit [onthetablemke.org](http://onthetablemke.org)
- Go to Register
- Select *Host a Table*

## 2 Title your table

For example, if you are hosting a table about supporting art classes in schools, your table title could be *Keeping Art in the Classroom*.

## 4 Add the date & time

Please add the date of *On the Table MKE*, 10-10-2019, followed by the time of your event.

## 5 Add an image

If you would like, draw attention to your table by adding a relevant photo.

## 7 Add your table's location

1. Click *Create or Find a Venue*. If your venue already exists, select it. **Please be mindful that the venues that appear have been entered by other hosts. It is likely that you will need to create your own venue. Follow the instruction below to do so.**
2. Enter your venue name in the search box. The box will say *Create: add a name*.
3. Click on *Create: added name*.
4. Add your venue's address, city, country, state, postal code, phone number, and website (if applicable).
5. Add a phone number, website, or email address so those interested in joining your table can contact you (if applicable).

## 10 Select a topic for your table

You may select more than one.

## I'm hosting as...

1. **Individual:** Any person interested and willing to bring others together for collaborative conversation.
2. **Group:** Nonprofit organization, business, school, or other institution located in the greater Milwaukee area.

## 14 Check your Spam

You have successfully registered your table! Be sure to check your Spam folder for your confirmation email and let your email provider know it is not Spam. This email box is how you will be notified when table members join your table!

on the table MKE
GMF Greater Milwaukee FOUNDATION greater together
CONTACT LEGAL

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Looking for a specific topic? Consider becoming a host or check again as new table hosts are added daily

[Host Registration Guide](#)

Add New Event
VIEW YOUR SUBMITTED EVENTS

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**TABLE TITLE:** (required)

**TABLE DESCRIPTION:** (required)

**TABLE TIME & DATE**

Start/End:   to

Timezone: UTC+0 ↕

All Day Event

This event is from 8:00am to 5:00pm on October 10, 2019.

Event Series:

**TABLE IMAGE**

Choose a .jpg, .png, or .gif file under 100 MB in size.

**TABLE CATEGORIES**

**VENUE DETAILS**

Venue:

Address:

City:

Country:

State or Province:

Postal Code:

Phone:

Website:

**HOST DETAILS**

Host:

**TABLE WEBSITE**

External Link:

**ADDITIONAL FIELDS**

Conversation  Race, Race Relations, Racial and Other Forms of Equity, Inclusion, Diversity.

Topics:

- Community Engagement, Community Involvement, Community Vitality.
- Education, Early Childhood, K-12, Post-Secondary.
- Youth.
- Health, Health Care, Human Services.
- Public Safety, Justice System.
- Employment, Workforce, Workplace.
- Poverty, Economic Security, Economic Opportunity, Economic Development.
- Housing, Homelessness, Evictions.
- Government, Civic Participation, Voting.
- Transportation.
- Environment.
- Arts & Culture.
- Media, Awareness, Narratives.
- Nonprofits, Philanthropy.
- For-profits, Social Enterprise, Social Responsibility.
- Innovation, Industry, Entrepreneurship, Makers.
- Immigration, Migration, Refugees.
- Hunger, Food Security, Food Access.
- Open-Ended
- Other (Please Specify)

Topic If Other:

Type of Conversation:  A lighter conversation, primarily for connecting with new people and brainstorming ideas

A deeper conversation, primarily for discussing a topic and experiences in-depth with an eye towards taking action

An intensive conversation, primarily for bringing together people interested in making lasting and/or systemic change through more organized effort

Open to any type of conversation and level of follow up

I'm hosting as an:  Individual: Any person interested and willing to bring others together for collaborative conversation.

Group: Nonprofit organization, business, school, or other institution located in the greater Milwaukee area.

Host (contact):

Host Organization (If Applicable):

How many guests are you having:

## 3 Add a description of your table

We recommend a 1-3 sentence description. For example, if you are hosting a table about supporting art classes in schools, your table description could be: "Art is an important piece in the development and expression of young people. With so many schools having to cut art related programs and classes, it is vital that we come together to help create a solution. Our table will be filled with meaningful conversation around finding a solution for this important issue."

## 6 Table Categories. Is your table public or private?

If you list your table as public, anyone can join. If you list your table as private, only the guests you invite can join. If your table is private, *On the Table MKE* will reach out to you and request a password of your choice. Only guests you share the password with will be able to RSVP to your table. **We encourage you to open your table(s) to the public.**

## 8 Identify your table's host(s)

1. Click *Create or Find Host*
2. Enter your name/your host's name. The box will say *Create: add a name*.
3. Click on *Create: added name*.
4. Add a phone number, website, or email address so those interested in joining your table can contact you. If this is not applicable, feel free to skip this section.
5. If you have multiple hosts associated with your table, click *Add Another Host* and follow the same instructions. This function is designed to allow for collaboration between hosts.
6. Add a website to your table (if applicable)

**HOST DETAILS**

Host:

Phone:

Website:

Email:

The email address will be obfuscated on this site to avoid it getting harvested by spammers.

## 9 Add a website

If you have a URL for your *On the Table MKE* event, add it here.

## 11 Type of Conversation

This section is intended to help guests know what to expect from your conversation. Select the one that best describes your conversation.

- A lighter conversation, primarily for connecting with new people and brainstorming ideas.
- A deeper conversation, primarily for discussing a topic and experiences in-depth with an eye towards taking action.
- An intensive conversation, primarily for bringing together people interested in making lasting and/or systemic change through more organized efforts.
- Open to any type of conversation and level of follow up.

## 13 How many guests are you able to accommodate at your table(s)?

## Anything you aren't sure about?

We encourage you to fill out your table to the best of your ability and contact us once you finalize outstanding details at [info@OnTheTableMKE.org](mailto:info@OnTheTableMKE.org).