

Submitting Events to the Arts Council Calendar

MEMBERSHIP BENEFIT



Logging In

www.kalamazooarts.org

The screenshot shows the homepage of the Kalamazoo Arts Council website. At the top, there is a navigation bar with social media icons and links for "LOGIN" and "REGISTER". The "LOGIN" link is circled in orange, with an arrow pointing to it. Below the navigation bar is a banner for the "arts council of greater Kalamazoo" with the tagline "HELPING TO MAKE THE ARTS BLOSSOM IN KALAMAZOO SINCE 1966". A main navigation menu includes links for HOME, ABOUT US, PROGRAMS, GRANTS, ARTS CALENDAR, CONNECT, SUPPORT THE ARTS, MEMBERSHIP, and NEWS. The main content area features a large image of a man and a child looking at art, with the text "ART HOP 1st Fri of Every Month" and "APPRECIATION. PASS IT ON." Below this is a "FEATURED EVENTS" section with filters for Visual Art, Art Hop, Free, Classes & Workshops, Music, and Theatre & Dance. A search box titled "Find An Event" is also visible, with fields for "Search by Keyword", "Search by date" (Start and End), and "Select Category".

Logging In

- Log in using your username and password
- Don't know your log in information? Click on 'Forgot your password?' or contact the Arts Council at 269-342-5059.

The screenshot shows the login page of the Arts Council of Greater Kalamazoo website. The page features a purple header with the logo and navigation menu. The main content area is white with a purple background for the login form. The form includes fields for username and password, a 'LOGIN' button, and a 'Forgot your password?' link. A search sidebar is visible on the right side of the page.

www.kalamazooarts.org/login/

LOGIN REGISTER

HELPING TO MAKE THE ARTS BLOSSOM IN KALAMAZOO SINCE 1966

HOME ABOUT US PROGRAMS GRANTS ARTS CALENDAR CONNECT SUPPORT THE ARTS MEMBERSHIP NEWS

Home > Login

Account Login

Already have an account? Enter your username and password below to login:

sliakos

.....

LOGIN Forgot your password?

Find An Event

Search by Keyword

Search by date:

Start End

Select Category

Select Venue

Select City

Search by date range:

Today Tomorrow Weekend next 7 14 30

SEARCH RESET

SUPPORT THE ARTS DONATE

BECOME A MEMBER JOIN

Submitting Events

- Once logged in, you will be taken to your dashboard.
- To submit an event, click 'Post A New Event' button under the 'Quick Links' section.
- You can also click the events tab on the left side of your dashboard

The screenshot shows the user dashboard for the Kalamazoo Arts Council. At the top, there is a navigation bar with links for HOME, ABOUT US, PROGRAMS, GRANTS, ARTS CALENDAR, CONNECT, SUPPORT THE ARTS, MEMBERSHIP, and NEWS. Below this is a banner for the 'arts council of greater kalamazoo' with the tagline 'HELPING TO MAKE THE ARTS BLOSSOM IN KALAMAZOO SINCE 1966'. On the left side, there is a 'Quick Links' menu with options: DASHBOARD, ACCOUNT, ORGANIZATION/BUSINESS, EVENTS, VENUE, ARTIST, and CLASSIFIED. An arrow points to the 'EVENTS' option. In the main content area, there is a 'Welcome to your dashboard sliakos!' message. Below the message, there is a 'QUICK LINKS' section with two buttons: 'POST A NEW EVENT' and 'POST A NEW CLASSIFIED'. An arrow points to the 'POST A NEW EVENT' button. At the bottom, there is a footer that says 'Thank You to our Partners for Supporting our Programs'.

Submitting Events

- The first information you will include about your event will be the event name, summary and description.
- The summary can be no more than 250 characters, including spaces.
- The description can include as much detail as you like
- Make sure to include your organization's website!

https://www.kalamazooarts.org/user/add-event/step-1/

kalamazooArts.org Customize 0 + New Edit Page

DASHBOARD
ACCOUNT
ORGANIZATION/
BUSINESS
EVENTS
EVENTS
IMPORT
VENUE
ARTIST
CLASSIFIED

1 Enter Event Details 2 Enter Dates & Times 3 Preview & Submit

ENTER EVENT DETAILS

* Required

Event name: Art Hop
Title may not exceed 100 characters, including spaces.

Short summary (up to 250 characters):
Summary: A short, promotional summary of your event (1 sentence)
Held on the first Friday of every month, Art Hop is a program of the Arts Council of Greater Kalamazoo - an evening of art exhibits and events, one of the great things to do in Kalamazoo.

Full event description:
Description: A more in-depth explanation of your event (1-2 paragraphs)
Add Media Visual Text
b i link b-quote del ins img ul ol li code more close tags
Art Hop is a free event held on the first Friday of every month, it is something you can do alone, with friends or with family that's fun, interactive, and a great way to explore our downtown. And you don't have to be an "artist" to enjoy it.
The Arts Council is funded by the generous support of the Irving S. Gilmore Foundation, the Harold and Grace Upjohn Foundation, Dorothy U. Upjohn Foundation and the Michigan Council for Arts and Cultural Affairs with additional Art Hop sponsor D. L. Gallivan.

Your organization's website: https://www.kalamazooarts.org/art-hop/ Event website

Presenting Organization/Business

Submitting Events

- Select your organization from the drop-down list.
- If your organization is not in the database, you will need to add it using the “Add New Organization” button.
- Include any co-presenting organizations for the event.
- Select a primary category for your event. If the event is free, your primary category should be “Free Events.”
- Select any secondary categories, such as “Kids & Family” or “Music.”

The screenshot shows the 'Add Event' page on the Kalamazoo Arts website. The URL is <https://www.kalamazooarts.org/user/add-event/step-1/>. The page is titled 'Submitting Events' and contains several sections for event details.

Presenting Organization/Business

SELECT REGISTERED ORGANIZATION/BUSINESS (*)

Please select the presenting organization/business of your event from the following drop menu.

Arts Council of Greater Kalamazoo

Don't see your organization/business in the drop menu?

ADD NEW ORGANIZATION

Art Hop

ADD CO-PRESENTER

Category Type

Select a Primary category type first:

Free Events

Now select any Secondary categories that apply:

Add more category types

<input type="checkbox"/> Classes & Workshops	<input checked="" type="checkbox"/> Kids & Family
<input checked="" type="checkbox"/> Dance	<input type="checkbox"/> Literature & Poetry
<input type="checkbox"/> Film & Video	<input checked="" type="checkbox"/> Music
<input type="checkbox"/> Free Events	<input type="checkbox"/> Theatre
	<input checked="" type="checkbox"/> Visual Arts

Annotations on the left side of the screenshot point to the following elements:

- Your organization**: Points to the 'Arts Council of Greater Kalamazoo' dropdown menu.
- Co-hosting organizations**: Points to the 'Art Hop' dropdown menu.
- Primary event category**: Points to the 'Free Events' dropdown menu.
- Secondary categories**: Points to the 'Add more category types' section, specifically to the 'Dance' and 'Music' checkboxes.

Submitting Events

- Include tags for your event. Good examples of tags are the style/genre or music, artist name(s), venue, visual art style, etc. You can use up to 10 tags per event.
- In the admission category, include ticket prices and discounts. If the event is free, enter "Free Admission."
- Include contact information to purchase tickets. If your event is free, do not include a ticket website.

The screenshot shows the 'Add Event' form on the Kalamazoo Arts website. The browser address bar shows 'www.kalamazooarts.org/user/add-event/step-1/'. The page title is 'KalamazooArts.org' and the navigation bar includes 'Customize', 'New', and 'Edit Page'.

TAGS

To include a tag with your listing enter the tag in the field below and then click the "Add Tag" button to confirm. You can enter more than one tag by repeating this procedure. Good examples of tags are the name of the neighborhood where your event takes place, the style/genre of music, cuisine type(s), artist name(s), venue, visual art style, etc. Please limit tags to no more than 10 per event listing.

Tags →

✕ art hop ✕ pottery ✕ rock music

Ticket / Admission / Registration Information

Please list your ticket contact information below. Please be as detailed as possible with ticket prices, when tickets are available, if available at door, locations for the seats, and discounts for different groups (Seniors? Students? etc.). Enter "Free Admission" if the event is free and open to the public.

Free Admission.

Tickets available in advance online or at the door the day of the event.
Students & Seniors: \$5
Adults: \$10
Children 5 and under: Free

Ticket prices, discounts, etc. →

Please enter the phone number that patrons should be directed to for either ticket or general information about your event.

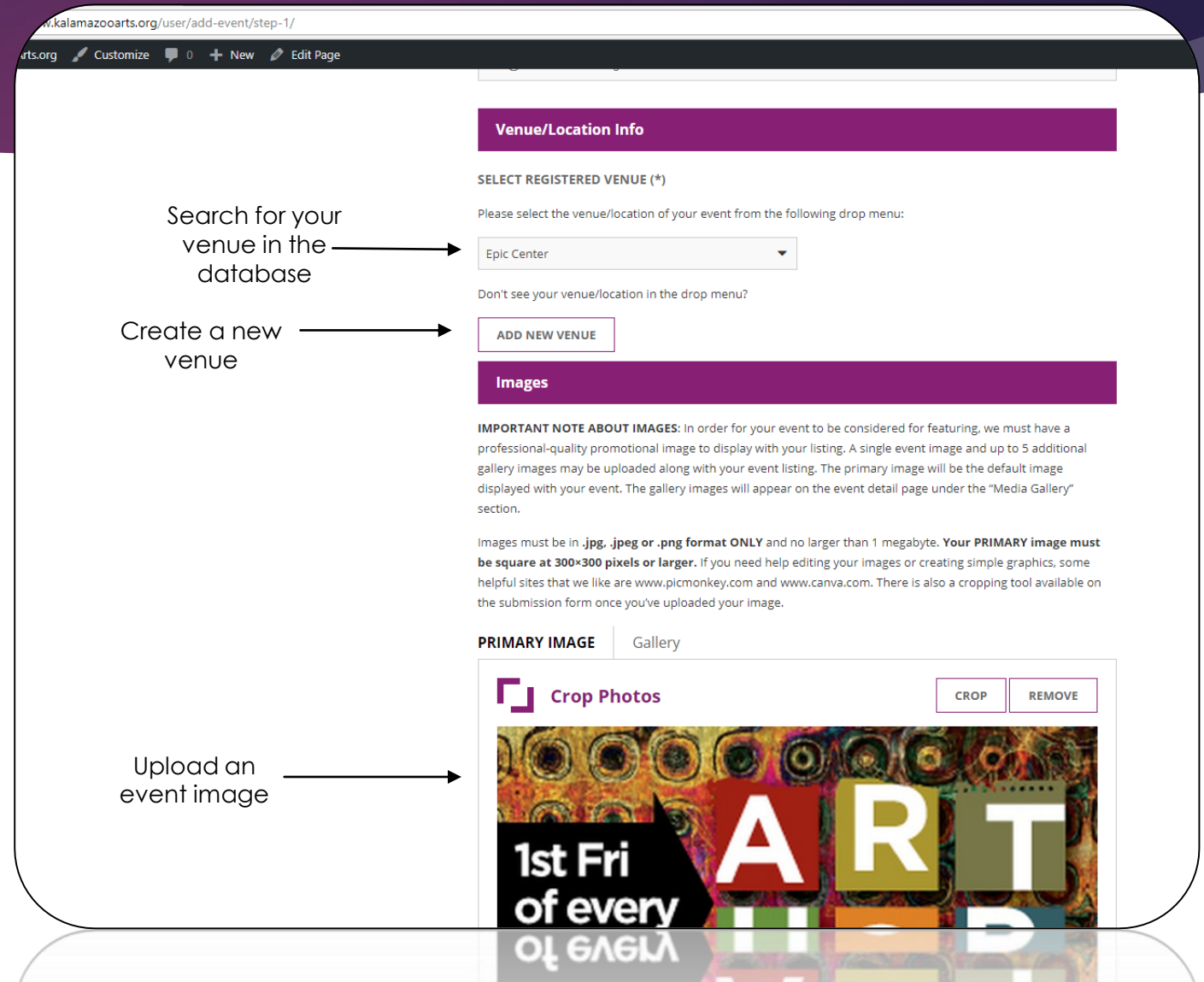
Phone number to purchase tickets →

Ticket website →

Email to purchase tickets →

Submitting Events

- Add your venue. You can search for your venue in the database with the drop-down list.
- If you cannot find your venue with the search tool, you will need to create a new venue. This venue will then be added to the database for later use.
- Upload a primary image for your event. This will be the first image visitors see on the event page. Images must be in .jpg, .jpeg or .png format. Your primary image must be at least 300x300 pixels. You can edit and crop the image once it is uploaded.



The screenshot shows the 'Venue/Location Info' section of the event submission form. It includes a dropdown menu for 'SELECT REGISTERED VENUE (*)' with 'Epic Center' selected. Below it is a link for 'ADD NEW VENUE'. The 'Images' section contains an 'IMPORTANT NOTE ABOUT IMAGES' and a 'PRIMARY IMAGE' upload area. The primary image area shows a 'Crop Photos' tool with a 'CROP' button and a 'REMOVE' button. The image being cropped features the text '1st Fri of every' and 'ART'.

Search for your venue in the database →

Create a new venue →

Upload an event image →

Submitting Events

- Include any featured artists located in the Arts Council database. If an artist does not appear in the database, you can include their name in a tag.
- You will be asked to include your contact information. This information will not be public. It is used so that the Arts Council may contact you if we have a question about your event.
- You will then proceed to step two of submitting the event.
- If you need more time before continuing, you can save a draft of your event and come back to it at a later time.

www.kalamazooarts.org/user/add-event/step-1/

KalamazooArts.org Customize 0 + New Edit Page

Featured artist(s) →

- Anna-Marie Parthun
- Annie Burch
- Anthony Rizzolo
- Ariana Leigh
- Arnie Johnston
- Anne Anson
- Anthony Steinberg
- April Peebles
- Ariel Wilson
- Ashley Beach

[SHOW MORE](#)

Your Contact Information

Contact information is necessary in case we need to follow up with you regarding your submission. This information will NOT appear on our website.

Your contact info →

Stephanie Liakos

sliakos@kalamazooarts.org

269-342-5059

Proceed to STEP 2

Unable to complete your event submission at this time?

You can save what you've completed so far and log back in later to complete your submission. You can find your saved event under the "Drafts" tab of your user dashboard's "Events" section.

[SAVE DRAFT](#)

Submitting Events

- Step two of submitting an event includes setting the event dates and times. You will need to select the event start and end date. You will also be asked to include the day(s) of the week that your event takes place.
- Next, you will need to set the event times. A start time is required for all events, while an end time is optional. If the event occurs at the same time for every date, you may click “Apply to all” to apply that time to every date the event takes place.
- Include any additional time information about your event, such as a pre or post-event reception, or post-show talks.

The screenshot shows the 'DATES AND TIMES' section of the event submission form. On the left is a purple sidebar menu with options: ORGANIZATION/BUSINESS, EVENTS, IMPOK1, VENUE, ARTIST, and CLASSIFIED. The main form area is white with purple accents. It includes fields for 'Start day (*)' (2018-10-10) and 'End day (*)' (2018-10-10), and 'Days of the week (*)' with checkboxes for Sun, Mon, Tue, Wed, Thu, Fri (checked), and Sat. Below this is the 'Times' section with 'Start time *' (05:00 PM) and 'End time' (08:00 PM) fields, each with a dropdown arrow. There are 'APPLY TO ALL' and 'CLEAR ALL' buttons. A calendar view for 'Oct - Oct(2018)' shows a grid with dates 7 through 13, with 'Oct 10' highlighted. At the bottom, there is a text area for 'Additional time information' with a rich text editor toolbar and the text: 'The event will be followed by a reception at the Epic Center.'

Event dates →

Event times →

Additional time information →

Submitting Events

- Before you submit your event, all of the event info will be shown to you to confirm.
- If all of the information looks correct, you may submit the event listing.
- If something looks incorrect, click “Return to Edit” and you will be taken back to edit the event.
- Note: once you submit an event, it will not be public. The event will first be reviewed by the Arts Council.

The screenshot shows the 'Add Event' page on the Kalamazoo Arts website. The URL is www.kalamazooarts.org/user/add-event/step-3/21332/. The page displays event details for confirmation:

- Children 5 and under:** Free
- Ticket / Info Phone:** 269-342-5059
- Buy Tickets** button
- Contact Info:**
 - Contact name: Stephanie Liakos
 - Contact email: sliakos@kalamazooarts.org
- Dates & Times:**
 - Dates: 2018-10-10 - 2018-10-10
 - Additional time information: The event will be followed by a reception at the Epic Center.
- Official Website** link
- Venue Info:**
 - Epic Center
 - 359 S. Kalamazoo Mall, Kalamazoo, MI 49007

At the bottom, there are two buttons: **RETURN TO EDIT** and **SUBMIT LISTING**. An arrow points from the text "Go back and edit event details" to the "RETURN TO EDIT" button. Another arrow points from the text "Submit event for review" to the "SUBMIT LISTING" button.



Questions?

Call or email us:

269.342.5059

info@kalamazooarts.org