Submitting Events to the Arts Council Calendar

MEMBERSHIP BENEFIT
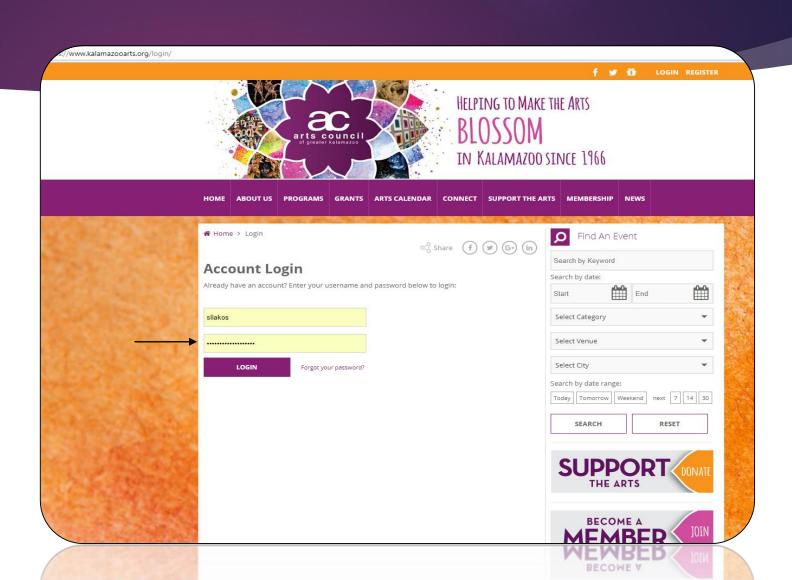
arts council
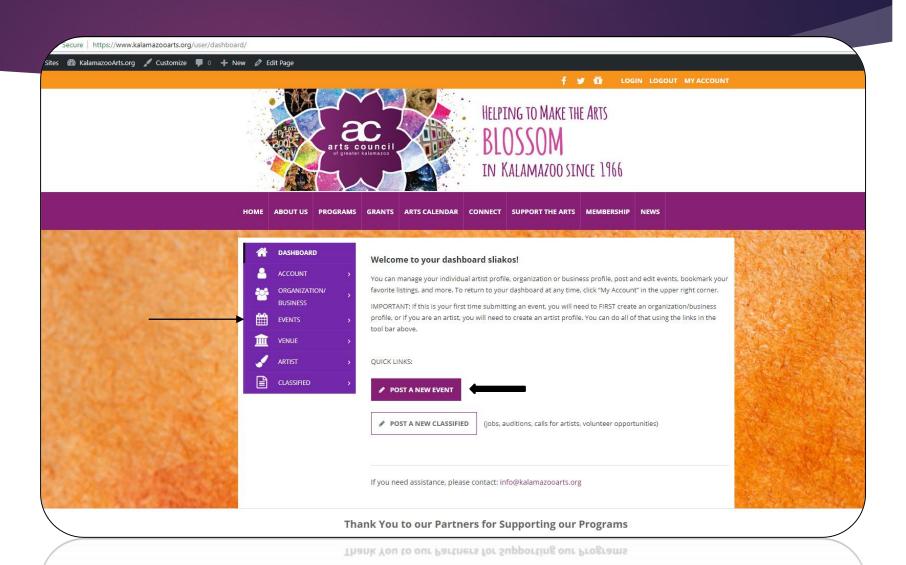of greater kalamazoo

Logging In

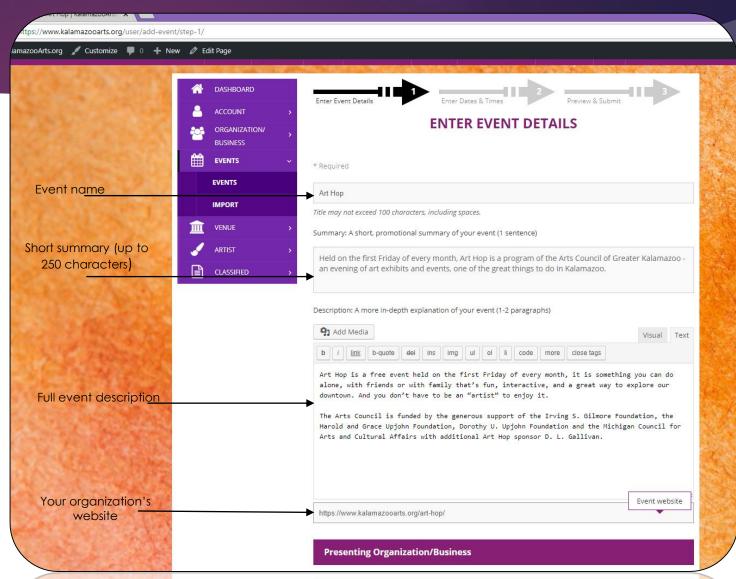www.kalamazooarts.org

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.
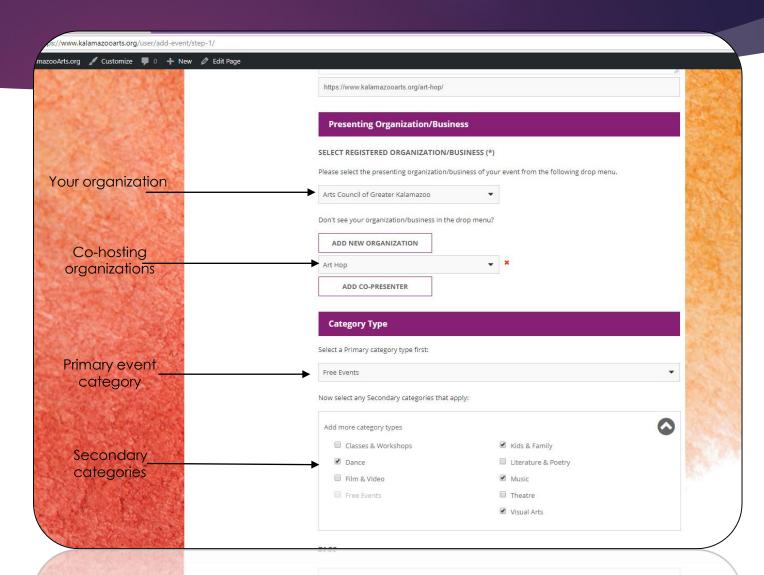
Submitting Events

- 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
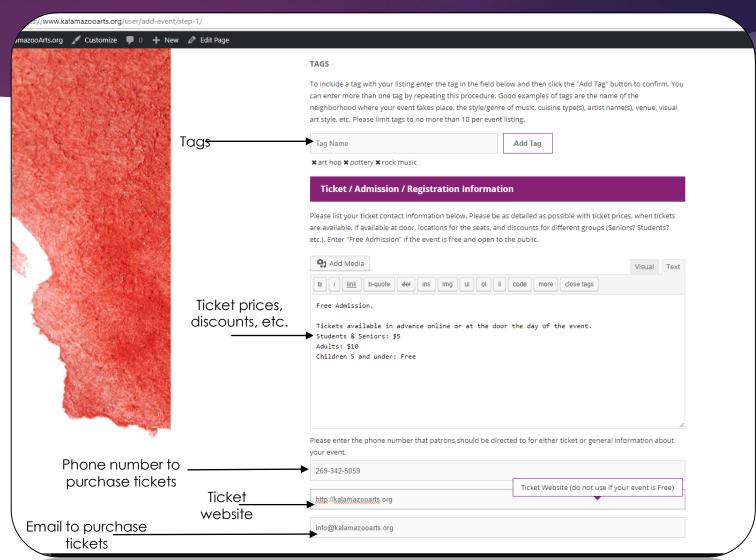
Submitting Events

- 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!

Submitting Events

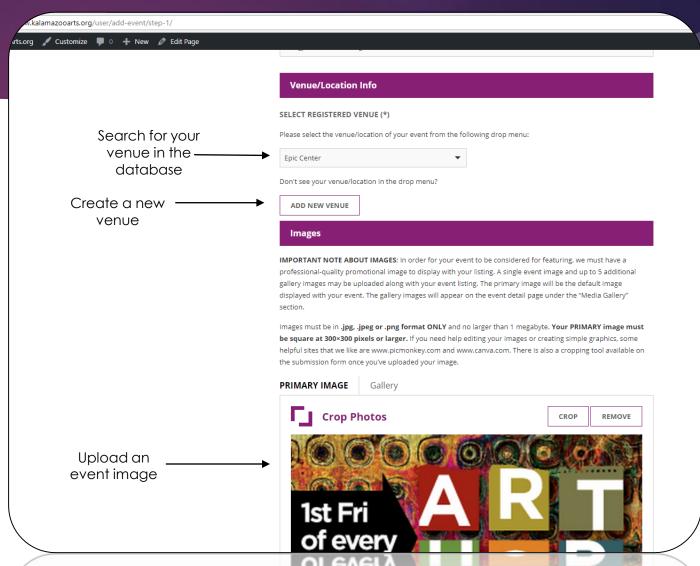- Select your organization from the drop-down list.

- 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."

Submitting Events
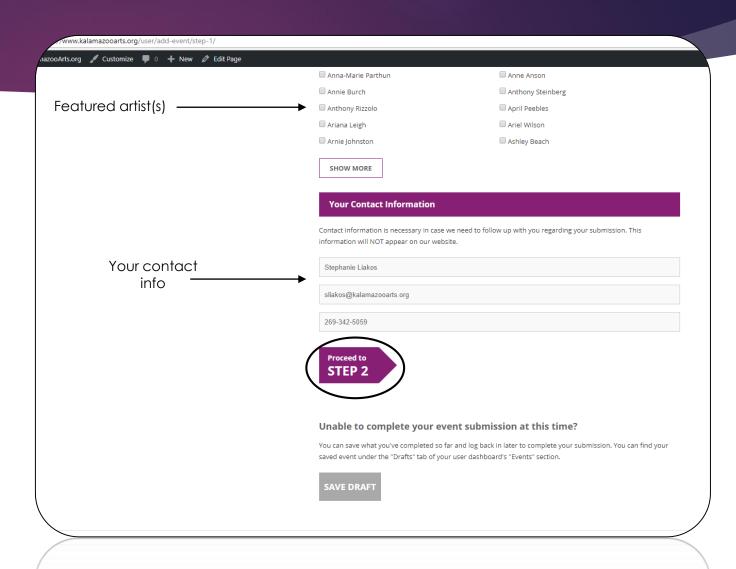
- Include tags for your event. Good examples of tags are the style/genre or music, artist name(s), venue, visual art style, etc. You can use up to 10 tags per event.

- 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.

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.

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.

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.

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.

www.kalamazooarts.org/user/add-event/step-3/21332/

azooArts.org   Customize   0   + New   Edit Page

Children 5 and under: Free

Ticket / Info Phone: 269-342-5059

Buy Tickets

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

Venue Info

Epic Center
359 S. Kalamazoo Mall, Kalamazoo, MI 49007

Submit event for review

Go back and edit event details

RETURN TO EDIT   SUBMIT LISTING

Questions?
Call or email us:

269.342.5059
info@kalamazooarts.org