

Logging In

Visit us at:
www.kalamazooarts.org

The screenshot shows the website interface for the Kalamazoo Arts Council. At the top, there is a navigation bar with social media icons and a 'LOGIN' button circled in orange with an arrow pointing to it. Below the navigation bar is a banner for 'ARTS COUNCIL OF GREATER KALAMAZOO' with the tagline 'HELPING TO MAKE THE ARTS BLOSSOM IN KALAMAZOO SINCE 1966'. A main menu contains 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' and '1st Fri of Every Month'. Below this is a 'FEATURED EVENTS' section with tabs for Visual Art, Art Hop, Free, Classes & Workshops, Music, and Theatre & Dance. A search box on the right is titled 'Find An Event' and includes fields for 'Search by Keyword', 'Search by date' (with Start and End date pickers), and 'Select Category'.

Logging In

- Log in using your username and password
- Do you remember what it is?

www.kalamazooarts.org/login/

LOGIN REGISTER

ac arts council of greater kalamazoo

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

- Dashboard
- Two places to click!

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'. A sidebar on the left contains a menu with options: DASHBOARD, ACCOUNT, ORGANIZATION/BUSINESS, EVENTS, VENUE, ARTIST, and CLASSIFIED. An arrow points to the 'EVENTS' option. The main content area features a welcome message: 'Welcome to your dashboard sliakos!' followed by instructions on how to manage profiles and submit events. A 'QUICK LINKS' section contains two buttons: 'POST A NEW EVENT' (highlighted with an arrow) and 'POST A NEW CLASSIFIED' (with a subtext '(jobs, auditions, calls for artists, volunteer opportunities)'). At the bottom, there is a footer with the text 'Thank You to our Partners for Supporting our Programs'.

Submitting Events

- Here you will include:
 - Event Name
 - Summary (limited)
 - Description
- Don't forget your 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

Title may not exceed 100 characters, including spaces.

Short summary (up to 250 characters)

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

Full event description

Your organization's website

Event website

Presenting Organization/Business

Submitting Events

- Select your organization from the drop-down list.
- OR...add new.
- Do you have a co-presenter?
- Select a primary category (such as "Free")
- 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 'Presenting Organization/Business' and 'Category Type'. The 'Presenting Organization/Business' section includes a dropdown menu for 'SELECT REGISTERED ORGANIZATION/BUSINESS (*)' with 'Arts Council of Greater Kalamazoo' selected. Below this is a button for 'ADD NEW ORGANIZATION' and another dropdown menu for 'Co-hosting organizations' with 'Art Hop' selected. There is also a button for 'ADD CO-PRESENTER'. The 'Category Type' section includes a dropdown menu for 'Select a Primary category type first:' with 'Free Events' selected. Below this is a section for 'Now select any Secondary categories that apply:' with a list of checkboxes for 'Classes & Workshops', 'Dance', 'Film & Video', 'Free Events', 'Kids & Family', 'Literature & Poetry', 'Music', 'Theatre', and 'Visual Arts'. Annotations with arrows point from the text on the left to the corresponding form elements: 'Your organization' points to the 'Arts Council of Greater Kalamazoo' dropdown; 'Co-hosting organizations' points to the 'Art Hop' dropdown; 'Primary event category' points to the 'Free Events' dropdown; and 'Secondary categories' points to the 'Dance' checkbox.

https://www.kalamazooarts.org/art-hop/

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

Co-hosting organizations

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

Submitting Events

- Tags = searchable (use up to 10 key words)
- Admission?
- Include information about tickets

The screenshot shows the 'Add Event' form on the website. A large red paper-like graphic is on the left side of the form. Annotations with arrows point to various fields:

- Tags:** Points to the 'Tag Name' input field and the 'Add Tag' button. Below the input field, there are three tags: 'art hop', 'pottery', and 'rock music'.
- Ticket prices, discounts, etc.:** Points to the 'Ticket / Admission / Registration Information' section, which contains a text area with the following text: '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'.
- Phone number to purchase tickets:** Points to the 'Phone number' input field containing '269-342-5059'.
- Ticket website:** Points to the 'Ticket Website' input field containing 'http://kalamazooarts.org'. A note next to it says 'Ticket Website (do not use if your event is Free)'.
- Email to purchase tickets:** Points to the 'Email' input field containing 'info@kalamazooarts.org'.

The form also includes a 'Visual' tab and a rich text editor with various formatting options like bold, italic, link, and list.

Submitting Events

- Add your venue
- Or...create a new venue
- Upload an image

The screenshot shows the 'Add Event' form on the website www.kalamazooarts.org. The browser address bar shows the URL `www.kalamazooarts.org/user/add-event/step-1/`. The page has a dark purple header with navigation links: 'Customize', 'New', and 'Edit Page'. The main content area is divided into sections:

- Venue/Location Info**: A purple header section containing a dropdown menu labeled 'SELECT REGISTERED VENUE (*)' with 'Epic Center' selected. Below it is a link 'Don't see your venue/location in the drop menu?' and a button 'ADD NEW VENUE'. An annotation 'Search for your venue in the database' points to the dropdown, and 'Create a new venue' points to the 'ADD NEW VENUE' button.
- Images**: A purple header section containing an 'IMPORTANT NOTE ABOUT IMAGES' and a 'PRIMARY IMAGE' section. The note states that a professional-quality promotional image is required, up to 5 gallery images can be uploaded, and the primary image must be square at 300x300 pixels or larger. The 'PRIMARY IMAGE' section has tabs for 'PRIMARY IMAGE' and 'Gallery'. Below this is a 'Crop Photos' tool with 'CROP' and 'REMOVE' buttons. An annotation 'Upload an event image' points to the image preview area.

The image preview shows a colorful abstract artwork with the text '1st Fri of every' and 'ART' overlaid.

Submitting Events

- Add featured artists OR tag them.
- Contact information is for our eyes only!
- Now for step 2
- OR...
- Save a draft?

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

- Add a date and a day
- Start time = required
- Other relevant details

The screenshot shows the 'DATES AND TIMES' section of the event submission form. The left sidebar contains navigation options: ORGANIZATION/BUSINESS, EVENTS, IMPOK1, VENUE, ARTIST, and CLASSIFIED. The main form area includes:

- Dates:** Start day (*) 2018-10-10, End day (*) 2018-10-10. Days of the week(*) checkboxes: Sun, Mon, Tue, Wed, Thu, Fri, Sat. An 'EDIT DATES' button is present.
- Times:** Start time * 05:00 PM, End time 08:00 PM (optional). 'APPLY TO ALL' and 'CLEAR ALL' buttons are available.
- Calendar:** A calendar view for October 2018, with the 10th highlighted.
- Additional Information:** A text area with a rich text editor toolbar (b, i, link, b-quote, del, ins, img, ul, ol, li, code, more, close tags) and a 'Visual' tab. The text entered is: 'The event will be followed by a reception at the Epic Center.'

Annotations with arrows point to the 'EVENTS' menu item, the date and time input fields, and the text area.

Submitting Events

- Make sure everything is correct
- Submit your event
- “Return to Edit” if something looks like it needs fixing
- The ACGK will review and approve

The screenshot shows the event submission page for Kalamazoo Arts. The URL is www.kalamazooarts.org/user/add-event/step-3/21332/. The page includes a navigation bar with 'Customize', 'New', and 'Edit Page' options. The main content area is divided into sections: 'Ticket / Info Phone: 269-342-5059' with a 'Buy Tickets' button; 'Contact Info' with fields for 'Contact name: Stephanie Liakos' and 'Contact email: sliakos@kalamazooarts.org'; 'Dates & Times' with 'Dates: 2018-10-10 - 2018-10-10' and 'Additional time information: The event will be followed by a reception at the Epic Center.'; and 'Venue Info' with '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.

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

KalamazooArts.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

Go back and edit event details → [RETURN TO EDIT](#)

Submit event for review → [SUBMIT LISTING](#)