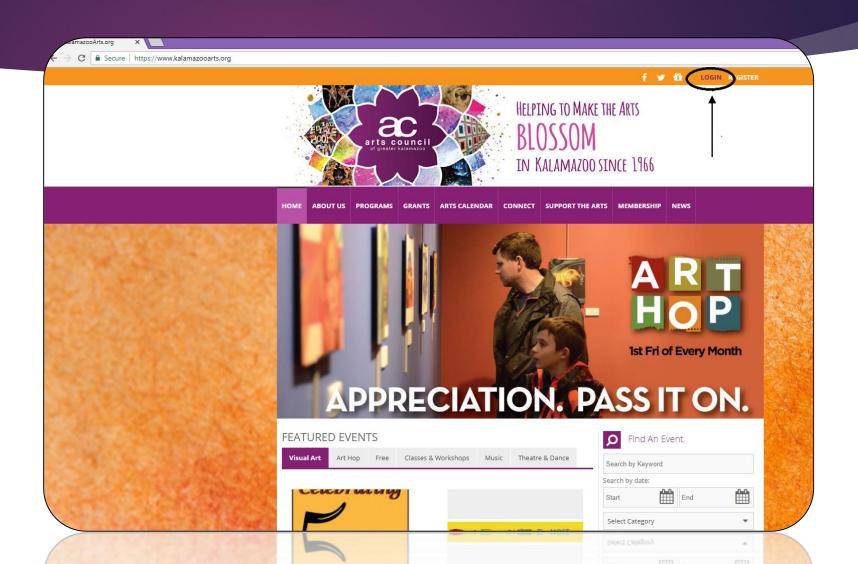
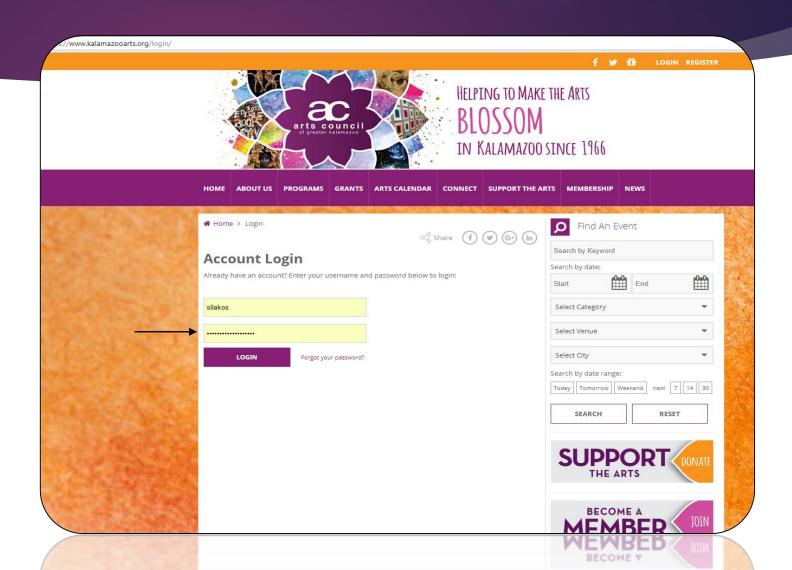
## Logging In

Visit us at: www.kalamazooarts.org

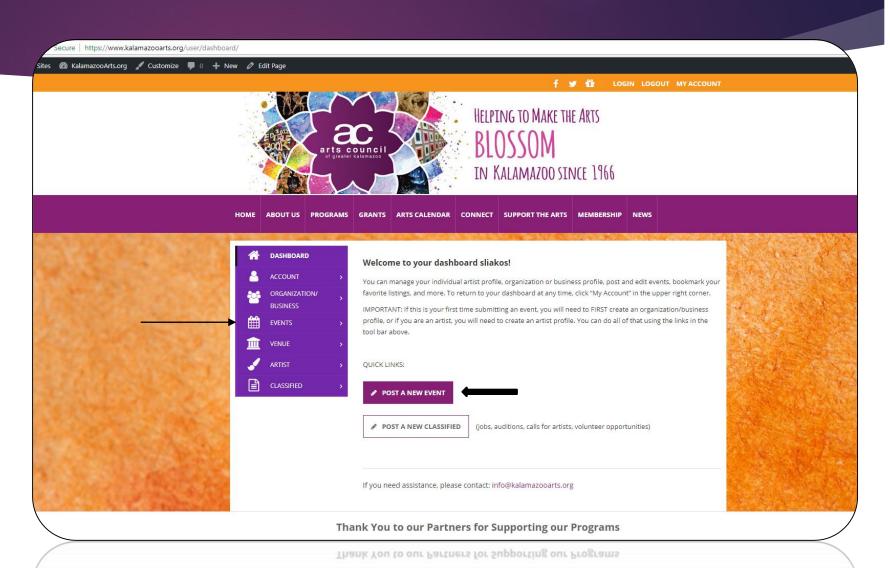


## Logging In

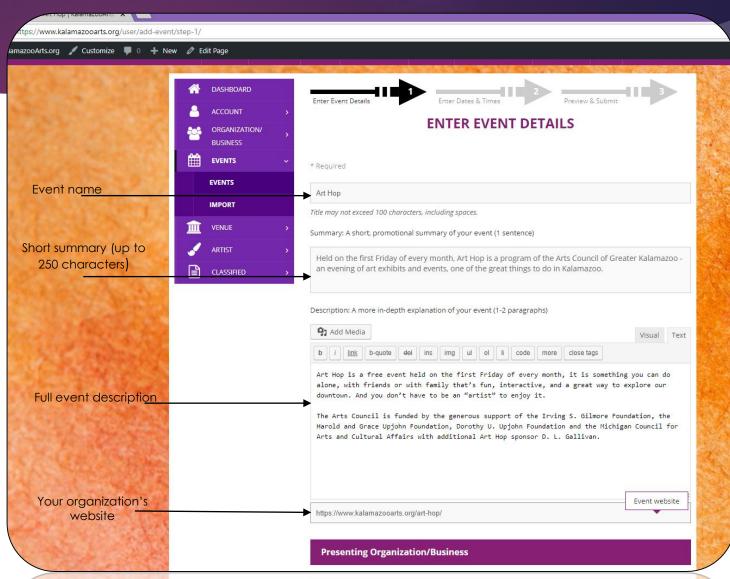
- Log in using your username and password
- Do you remember what it is?



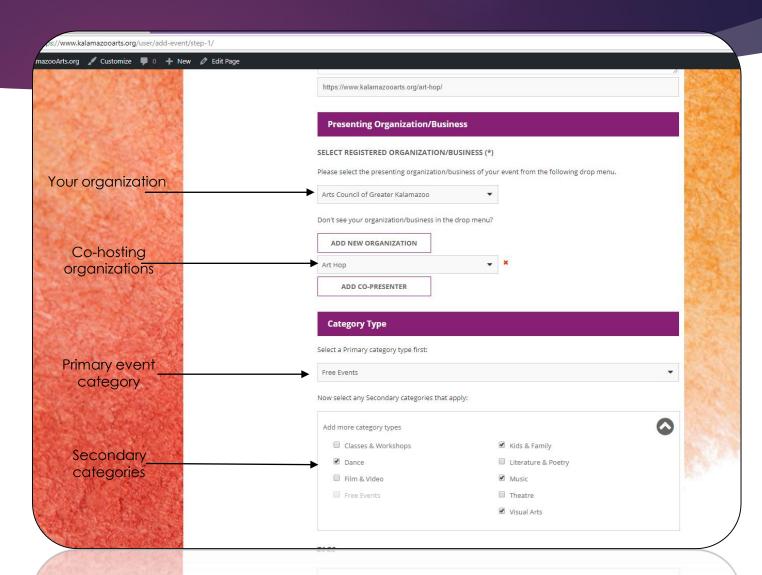
- Dashboard
- Two places to click!



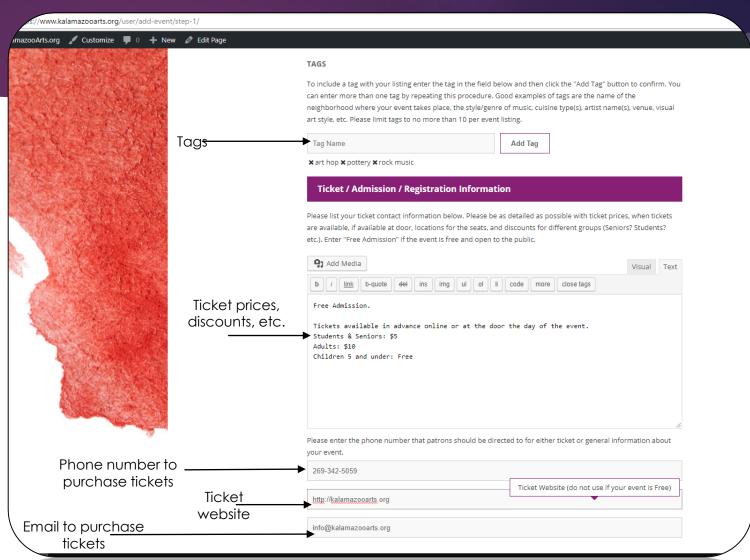
- Here you will include:
  - Event Name
  - Summary (limited)
  - Description
- Don't forget your website!



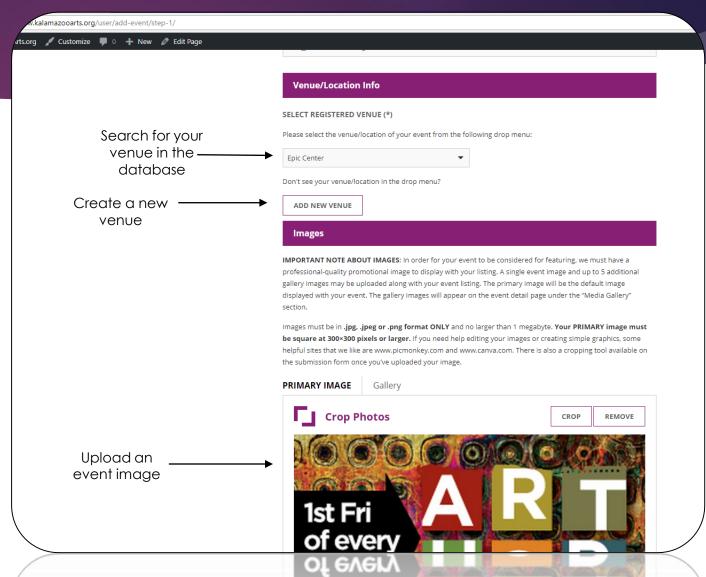
- Select your organization from the drop-down list.
- OR...add new.
- Do you have a co-presenter?
- Select a primary category (such as "Free")
- Select any secondary categories, such as "Kids & Family" or "Music."



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



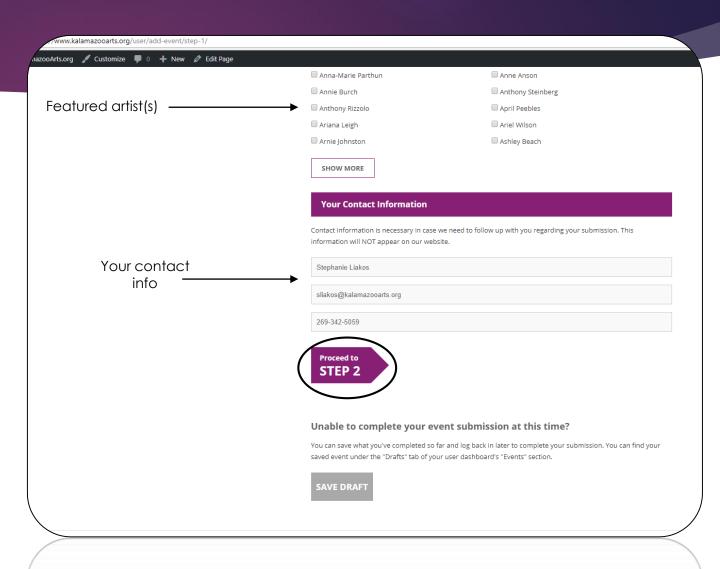
- Add your venue
- Or...create a new venue
- Upload an image



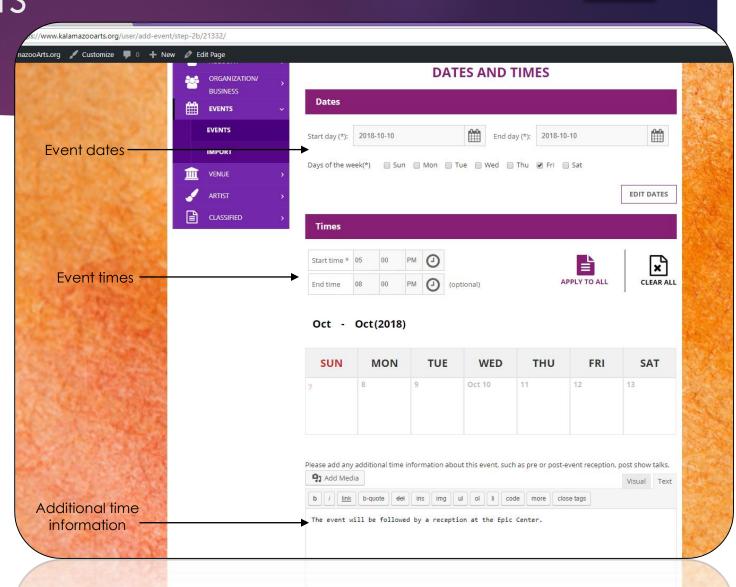
- Add featured artists OR tag them.
- Contact information is for our eyes only!
- Now for step 2

OR...

Save a draft?



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



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

