

Posting an Event

POSTING OR EDITING EVENTS FROM MEMBERSHIP PROFILE

Posting Events as a Member

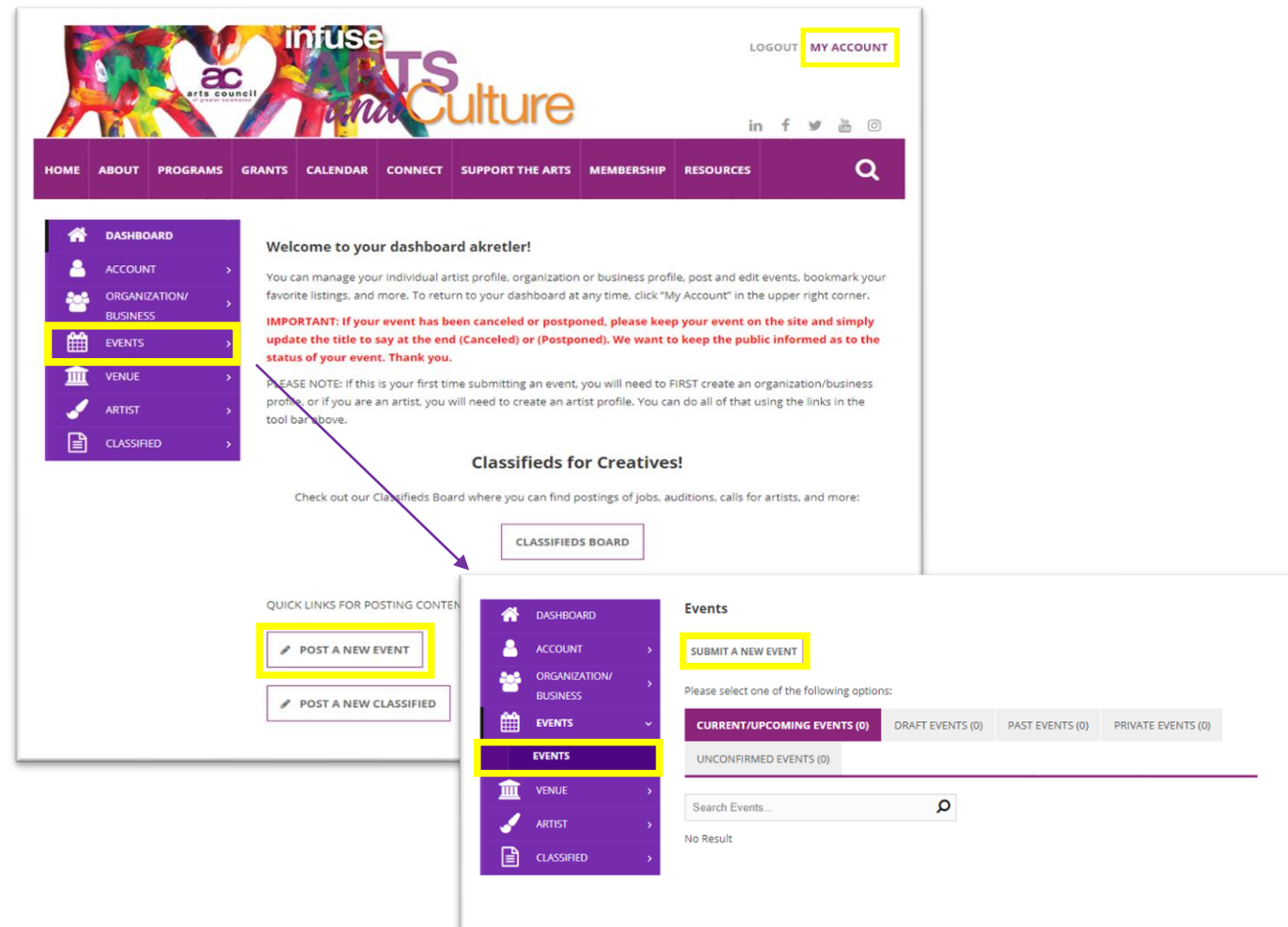
There are two ways to access the page to post an event:

1) Click **MY ACCOUNT**

- Click **POST A NEW EVENT**

2) Click **EVENTS**

- Click **EVENTS** again in the purple drop down menu to the left.
- Click **SUBMIT A NEW EVENT**



Submitting an Event

Fill out the Event Submission Form.

Fill out the event form.

Click **PROCEED TO STEP 2** and proceed to continue creating the event or click **SAVE DRAFT**.

- Asterisks on the form indicate required fields.
- Individual artists hosting an event need to add a Presenting Organization/Business to the event.
- If **SAVE DRAFT** was selected, you will receive a “Draft saved” message. Click **OK**.

ENTER EVENT DETAILS

* Required fields

Name of Event (*): Please make it clear and concise. Title may not exceed 150 characters, including spaces. Please do not use ALL CAPS.

Event name (*)

Event Summary : Summary: A short, promotional summary of your event (1 sentence)

Event Summary

Event Description (*): Description: A more in-depth explanation of your event (1-2 paragraphs)

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.

Ashley Kreller

akreller@ikmarketing.com

Contact Phone (format: 999-999-9999)

Proceed to STEP 2

Unable to complete your event submission at this time?

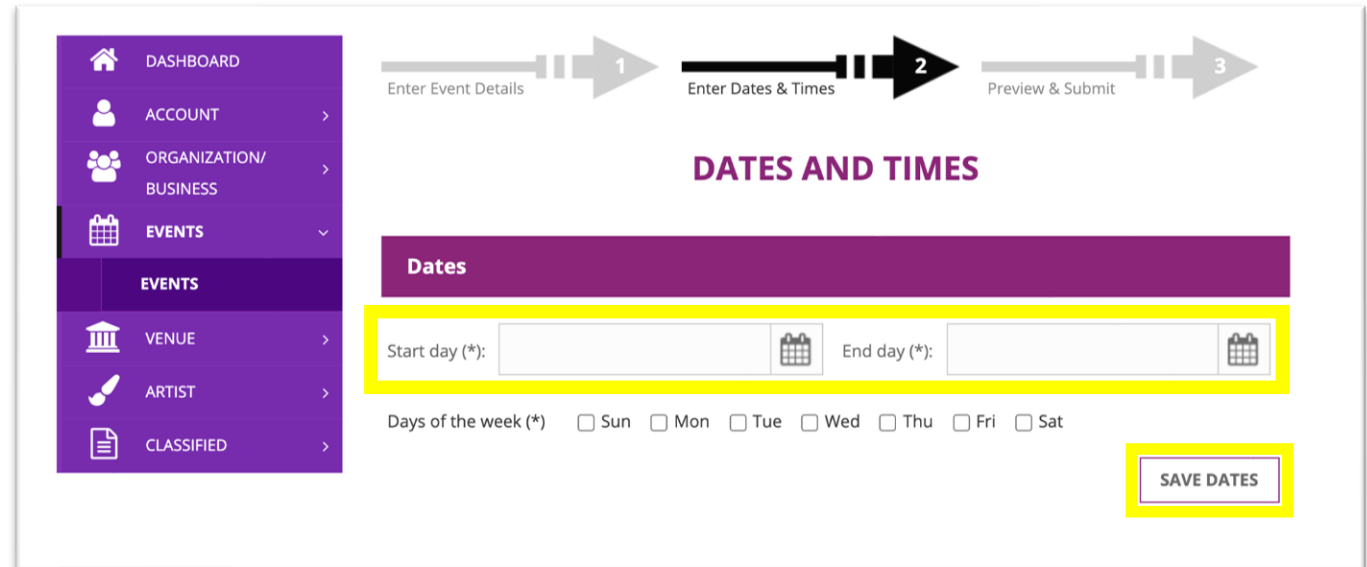
You can save what you've completed so far and log back in later to complete your submission. You can find your saved event under the "Drafts" tab of your user dashboard's "Events" section.

SAVE DRAFT

Set the Date and Time

Select the dates and click **SAVE DATES**.

After saving the dates, select the times.





1 Enter Event Details

2 Enter Dates & Times

3 Preview & Submit

DATES AND TIMES

Dates

Start day (*):  End day (*): 

Days of the week (*) Sun Mon Tue Wed Thu Fri Sat

SAVE DATES

Set the Date and Time

Select the times and click **APPLY TIME TO ALL DATES**.

- All event dates must have a start time. End times are optional.
- Click **CLEAR ALL** if you have made an error entering times.

Another way to adjust the time of an event is by clicking on the time on the calendar if it differs from the other dates.

- Edit or delete the time.
- Click **PROCEED TO STEP 3** to finish creating the event, or **SAVE DRAFT** to finish later.

Times

You must include a start time for each date of your event. If possible, please include an end time, as well.

You can click on each active date field to add a start and end time. Or, you can use the "Apply to All" button to set the selected start time to all active date fields in one click.

If your event has more than one occurrence on a single date you can click on the active date field again to set another time.

IMPORTANT: You will be able to review all selected dates and times on the Preview step just prior to submitting your form. For longer running events you'll be able to delete any dates that your event does NOT occur.

Start time *

PM

End time

AM

(optional)

Jan - Jan(2021)

SUN	MON	TUE	WED	THU	FRI	SAT
3	4	5	6	7	Jan 8 1:00 PM	
10	11	12	13	14	15 1:00 PM	
17	18	19	20	21	22 1:00 PM	23
24	25	26	27	28	29 1:00 PM	30

Jan - Jan(2021)

SUN	MON	TUE	WED	THU	FRI	SAT
3	4	5	6	7	Jan 8 1:00 PM	
10	11	12	13	14	15 1:00 PM	
17	18	19	20	21	22 1:00 PM	23
24	25	26	27	28	29 1:00 PM	30

Proceed to
STEP 3

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.

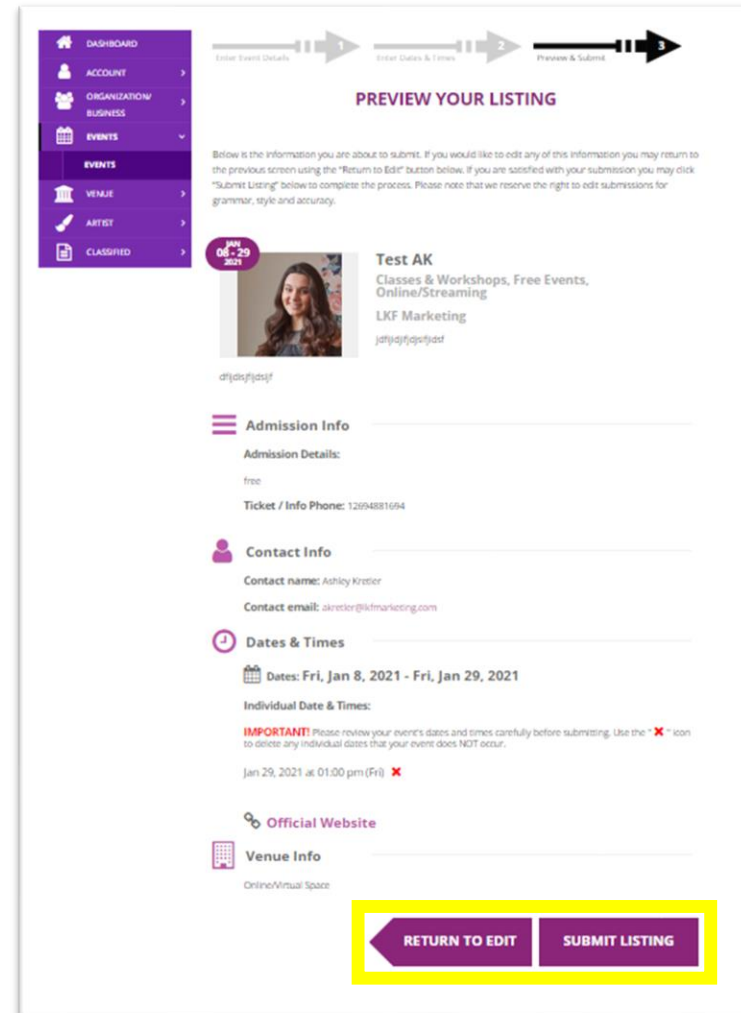
SAVE DRAFT

Finish Posting an Event

Preview the event before submitting to ACGK for review and publishing.

If the event is correct, Click **SUBMIT LISTING** or Click **RETURN TO EDIT** to make changes.

- After submitting your event for approval, ACGK will review and publish your event to the ACGK website calendar.
- You will receive an email notification upon publication of your event.



PREVIEW YOUR LISTING

Below is the information you are about to submit. If you would like to edit any of this information you may return to the previous screen using the "Return to Edit" button below. If you are satisfied with your submission you may click "Submit Listing" below to complete the process. Please note that we reserve the right to edit submissions for grammar, style and accuracy.

Test AK
Classes & Workshops, Free Events, Online/Streaming
LKF Marketing
jdfjdfjdfjdfjdf

Admission Info
Admission Details:
free
Ticket / Info Phone: 12024881694

Contact Info
Contact name: Ashley Kretzer
Contact email: akretzer@lkfmarketing.com

Dates & Times
Dates: Fri, Jan 8, 2021 - Fri, Jan 29, 2021
Individual Date & Times:
IMPORTANT! Please review your event's dates and times carefully before submitting. Use the "X" icon to delete any individual dates that your event does NOT occur.
Jan 29, 2021 at 01:00 pm (Fri) X

Official Website

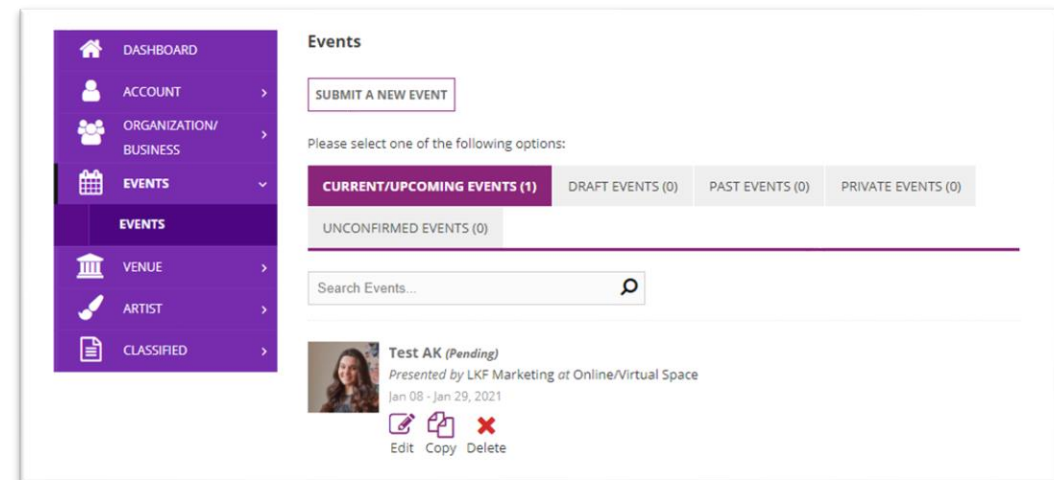
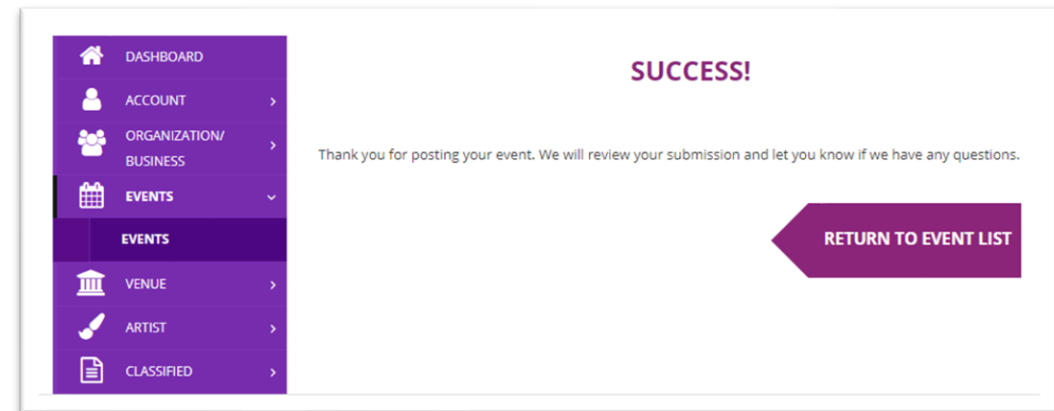
Venue Info
Online/Virtual Space

RETURN TO EDIT **SUBMIT LISTING**

Notification Process

After an event is submitted for approval:

- A **SUCCESS** message will appear upon submission.
- The event will be listed under the **CURRENT/UPCOMING EVENTS** tab with **(Pending)** next to the event name until publication.
 - Pending will be removed once the event is published.
- ACGK will publish your event to the ACGK website calendar upon approval.
- An email notification will be sent upon publication of your event.



Reviewing Events

Under Events you can view all of your:

- Published events;
- Drafts;
- Past events that are no longer on the calendar;
- Private events; and
- Unconfirmed events awaiting ACGK approval.

Click **EVENTS** and **EVENTS** again in the purple drop down menu on the left.

- To view drafts, click the **DRAFT EVENTS** tab next to Current/Upcoming Events.
- Here you can edit, copy, or delete the event from your drafts.
- To finish a draft, click **EDIT** and proceed through the steps listed above.

