



Once you have applied for a login and this has been approved you will be able to add events to the calendar!

1. To add a new event to the calendar, begin by selecting the “Manage My Events” link in the top left corner of the calendar view.
2. Select the day on which the event occurs using the slide bar at the top and double click on the date in the top left corner of that date’s box.
3. In the “Edit Event” pop up box, add the name of your event.
4. Click the “Manage Content” button to edit the detail information about your event. In this pop up box you will be able to add a description of you event by selecting “Description” in the drop down menu, and clicking “Edit Content” on the left. Save when you have completed entering text. You can add images or video to this section as well using the features in the edit window that appear. You can see a preview of this information by selecting “Preview” in the drop down menu. When you are satisfied with your content, select return.
5. Select a venue from the drop down menu. If your venue does not appear, use the “Manage Venues” button. Select “new venue” from the drop down box, enter the proper information, select save and return. You should then be able to select your new venue from the drop down selection.
6. The “Presented By” field should correspond to the name on your directory listing. This will allow calendar users to also use our directory to find further information on your organization.
7. Under “Features” you can select either “Add This” or “Share This” which will allow users to add and share your events via email and social networking sites such as Facebook and Twitter.
8. Contact Info, Event and Ticketing Urls, and Event Pricing are open for your use and they best fit for each specific event.
9. The “Key Words” section is also open for your use as you see fit. Each key word selected will make you event appear when a user selects that option in the search function in the calendar.
10. “Schedule Text” is a box that you can write any special scheduling instructions you would like to appear on your listing.
11. Add the date and time of your event. If your event runs past midnight, please enter midnight as the ending time and list the actual ending time in the scheduling text field.
12. If your event runs for several days you can use the “Recurrence” check box to create a series of the same event. This will only work if the event runs at the

same time for each occurrence. If you would like to create a second occurrence at a different time of day, you can do so by saving your event, reopening it, selecting the “Save as New” check box at the bottom, editing the appropriate items and then saving.

13. To complete your entry, select save.

Event Guidelines:

1. Special offers, sales, promotions or products are not considered events and will not be approved for listing on the calendar.
2. Submissions cannot represent “business as usual.” Listing office hours, ongoing programs which have no specific start or end date, or job/volunteer positions will not be approved for listing on the calendar.
3. All material in your listing must be appropriate and is subject to Arts Council staff review.
4. The Arts Council reserves the right to remove any calendar listings at any time if they do not meet these guidelines.