

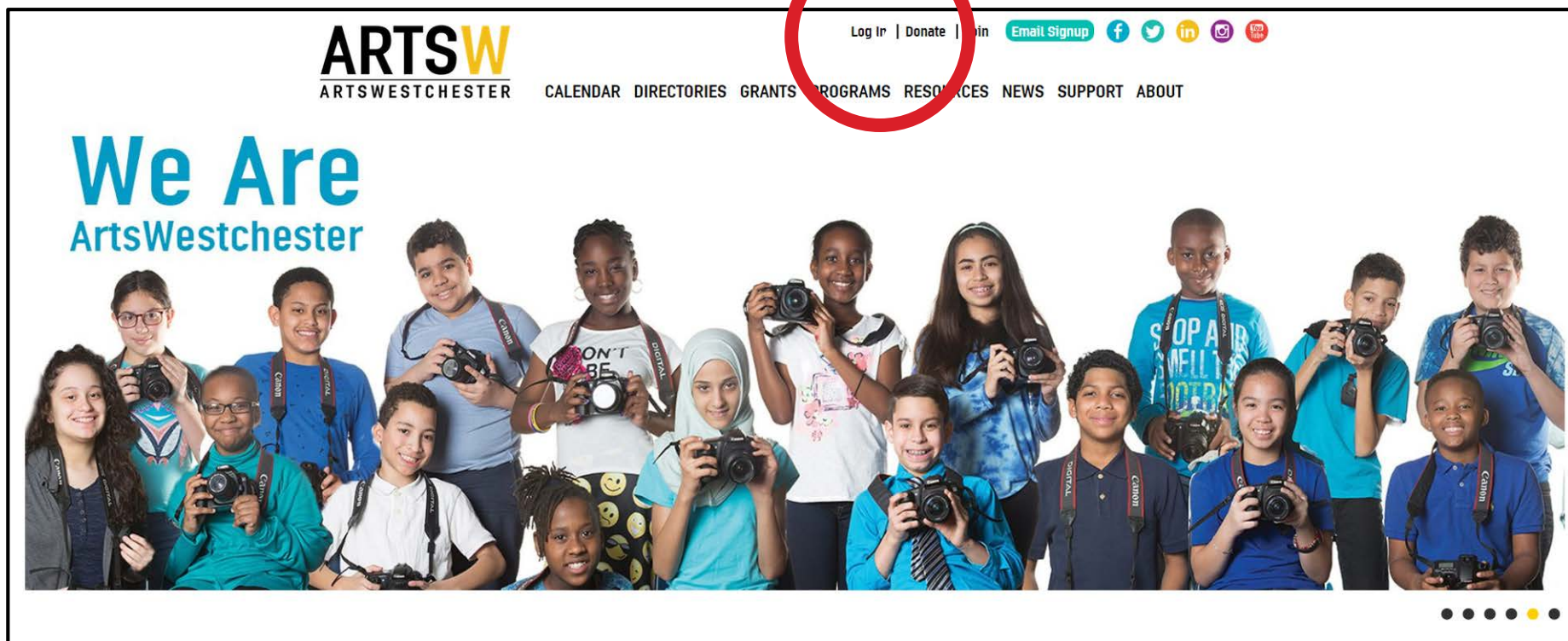
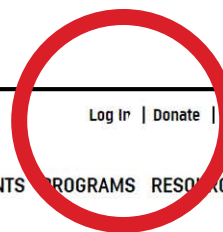
HOW TO:

Adding & Editing Events
Artswestchester.org

ARTSW
ARTSWESTCHESTER

1.

Click on “Log In” to access your account.



2.

Enter your Account Information

The screenshot shows the ArtsWestchester website's login page. The header includes the logo 'ARTSW WESTCHESTER' and navigation links: 'CALENDAR', 'DIRECTORIES', 'GRANTS', 'PROGRAMS', 'RESOURCES', 'NEWS', 'SUPPORT', and 'ABOUT'. There are also links for 'Log In', 'Donate', 'Join', and 'Email Signup', along with social media icons for Facebook, Twitter, LinkedIn, Instagram, and YouTube. The main content area features a 'Log In' section with a red circle around the 'Username or E-mail' and 'Password' input fields, a 'Remember Me' checkbox, and a 'Log In' button. Below the login form is a 'Lost Password' link. To the right is a search bar and a 'Quick Links' section with a list of links: Artist Opportunities, Arts Deals, Folk Arts, Grants, Become a Member (with sub-links for Business Membership, Cultural Org Membership, and Individual Membership), Visit Us/Contact Us, and Help. The footer contains the ArtsWestchester logo, navigation links: 'About Us', 'Grants', 'Artist Opportunities', 'Folk Arts', 'Membership for Cultural Orgs', and 'Contact Us', and a 'Terms and Conditions' link. It also includes the text 'Produced by Tadpole Collective. Powered by WordPress and CivCRM.'

3. To add an event Click on “Add a new event”

The screenshot shows the ArtsWestchester Admin Dashboard. At the top, there is a navigation bar with the logo 'ARTSW ARTSWESTCHESTER' and links for 'CALENDAR', 'DIRECTORIES', 'GRANTS', 'PROGRAMS', 'RESOURCES', 'NEWS', 'SUPPORT', and 'ABOUT'. A search bar is located on the right side. The main content area is titled 'Welcome, Admin!' and contains several sections:

- My Press Releases**
 - Add a new press release.
 - Manage my existing press releases.
- My Artist Opportunities**
 - Add an opportunity for local artists.
 - Manage my existing Artist Opportunities.
 - Manage my Artist Opportunity subscriptions.
- My Arts Deals**
 - Manage my existing Arts Deals.
 - Manage my Art Deals Subscription.
- As a Matter of Art** (NEW)
 - Add a post.
 - Manage my existing posts.
- My Event Locations**
 - Add a new event location.
 - Manage my existing event locations.
- Artist Profile**
- Cultural Org. Profile**

The 'My Events' section is highlighted with a red circle and a red arrow pointing to it. The 'My Events' section contains the following options:

- Add a new event.
- Manage my existing events.

On the right side, there is a 'Quick Links' section with the following links:

- Artist Opportunities
- Arts Deals
- Folk Arts
- Grants
- Become a Member
 - Business Membership
 - Cultural Org Membership
 - Individual Membership
- Visit Us/Contact Us
- Help

At the bottom right, there is a user profile box for 'Welcome, Alfredo Ponce' with links for 'Dashboard', 'Profile', and 'Log Out'.

4.

Add Event Page

The Event Name

E.g. Gallery Opening

When does your Event take place (date & time)

check off if it is recurring or one day (last all day is a 24hr cycle and not recommended).

Where does your Event take place.

Fill out all blank spaces. Check if it does not have a physical location.

ArtsWestchester 0 + New Edit Page

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CALENDAR DIRECTORIES GRANTS PROGRAMS RESOURCES NEWS SUP

Add Event

Event Name

The event name. Example: Gallery Opening

When

This is a recurring event. [See next slide to learn more about recurring events.](#)

From to

Event starts at to All day

Where

This event does not have a physical location.

Location Name:

Create a location or start typing to search a previously created location.

Address:

City/Town:

State/County:

Postcode:

Region:

Country:

*
Location not found

Search ...

Quick Li

- Artist
- Arts D
- Folk A
- Grants
- Becom
- Bu
- Cu
- Ind
- pit U
- Help

Welcome,
Dashboard
Profile
Log Out

4a. Add Recurring Event – DAILY

Recurring Daily Use this option for an event/program that occurs on several days at the same time.

Add Event

Event Name

The event name. Example: Gallery Opening

When

This is a recurring event.

Recurrences span from to

Events start from to All day

This event repeats every day

Each event spans day(s)

For a recurring event, a one day event will be created on e

Recurrence Spans

From the drop down choose the start and end dates.

Event Repeats

Leave as default to daily, leave "every" box blank.

Event Times

From the drop down choose the start and end times, **DO NOT CHECK THE ALL DAY BOX** it will cause your post to appear as a 24-hour occurrence.

Each Event Spans

Leave as the default of zero "0".

4b. Add Recurring Event - Weekly

Recurring Weekly Use this option for an event/program that occurs on the same day(s) over several weeks.

Recurrence Spans

From the drop down choose the start and end dates (event should be a minimum of 2 weeks).

Event Repeats

Change to “weekly,” leave “every” box blank. A drop down appears > check off the days that apply to event/program.

Add Event

Event Name

The event name. Example: Gallery Opening

When

This is a recurring event.

Recurrences span from to

Events start from to All day

This event repeats every week on

Mon
 Tue
 Wed
 Thu
 Fri
 Sat
 Sun

Each event spans day(s)

For a recurring event, a one day event will be created on each recurring date within this date range.

Event Times

From the drop down choose the start and end times, **DO NOT CHECK THE ALL DAY BOX** it will cause your post to appear as a 24-hour occurrence.

Each Event Spans

Leave as the default of zero “0”.

Theatres: please note that you will have to create separate events for day and evening performances.

4C. Add Recurring Event - Monthly

Recurring Monthly Use this option for an event/program that occurs on a given day over several months.

Recurrence spans
From the drop down choose the start day and end dates (*a minimum end of two months*).

Event Repeats
Change to “monthly”, leave “every” box blank. In drop down that defaults to “first” click the week that the event/program occurs followed by drop down for “day of the week”.

Add Event

Event Name

The event name. Example: Gallery Opening

When

This is a recurring event.

Recurrences span from to

Events start from to All day

This event repeats every mo

of each month

Each event spans day(s)

For a recurring event, a one day event will be created on e

Event start
From the drop down choose the start and end times, **DO NOT CHECK THE ALL DAY BOX** it will cause your post to appear as a 24-hour occurrence.

Each Event spans
Leave as the default of zero “0”.

If an event occurs more than 1 time per month, follow the directions for weekly event/program.

4d. Add Recurring Event - Yearly

Recurring Yearly Use this option for an event/program that occurs on a given day on an annual basis.

Recurrence Spans
from the drop down choose the start and end dates, which for an annual event would be the same. (a minimum end date of 2 years).

Event Repeats
Change to "yearly", leave "every" box blank

Add Event

Event Name

The event name. Example: Gallery Opening

When

This is a recurring event.

Recurrences span from to

Events start from to All day

This event repeats every year

Each event spans day(s)

For a recurring event, a one day event will be created on each range.

Event Start
from the drop down choose the start and end times, **DO NOT CHECK THE ALL DAY BOX** it will cause your post to appear as a 24-hour occurrence

Each Event spans
Leave as the default of zero "0".

6.

Add Event Page

Free Event

Handicap Accessible

Categories:
Please choose up to three.

- Class
- Comedy
- Dance
- Exhibition
- Family & Kids
- Festivals
- Film
- Folk Arts
- Fundraisers
- Lectures
- Music
- Music In The Air
- Open Studios
- Photography
- Spoken Word
- Theater
- Tours
- Workshops

Event Image
Images will be displayed at a maximum size of 300px. Please do not upload extra large images.
No image uploaded for this event yet

Upload/change picture

No file chosen

Fill out all blank spaces with specific information about Your Event

Check off up to three categories that might apply to your Event.

To add an image to your Event click the button "Choose File"

Submit your Event

7. Add Event Page

Add Event Tickets (aka Ticket Category) and Event Ticket Prices (aka Ticket Price)

NOTE – Start with Event Ticket 1 to insure that correct price appears next to it on the event page.

The screenshot shows a form for adding event tickets. It is divided into two columns. The left column contains a 'Free Event' dropdown menu (currently set to 'No'), followed by eight 'Event Ticket Price' input fields (labeled 1 through 8). The right column contains eight 'Event Ticket' input fields (labeled 1 through 8) and a 'Handicap Accessible' dropdown menu (currently set to 'Yes').

Callout boxes with red arrows point to the following fields:

- Change Free Event from Yes to No:** Points to the 'Free Event' dropdown menu.
- If Yes, enter corresponding ticket price:** Points to the 'Event Ticket Price 1' input field.
- Enter ticket type = adult, student, senior, child, etc....:** Points to the 'Event Ticket 1' input field.

Ticket prices will appear on your event listing.

8. To Edit Event

ArtsWestchester 0 + New Edit Page

ARTSWESTCHESTER CALENDAR DIRECTORIES GRANTS PROGRAMS RESOURCES NEWS SUPPORT ABOUT

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Welcome, Admin!

Welcome to your ArtsW Dashboard! This is your portal to everything you do with ArtsWestchester.

- My Press Releases**
 - Add a new press release.
 - Manage my existing press releases.
- My Artist Opportunities**
 - Add an opportunity for local artists.
 - Manage my existing Artist Opportunities.
 - Manage my Artist Opportunity subscriptions.
- My Arts Deals**
 - Add an Arts Deal.
 - Manage my existing Arts Deals.
 - Manage my Art Deals Subscription.
- As a Matter of Art** NEW
 - Add a post.
 - Manage my existing posts.
- My Events**
 - Add a new event.
 - Manage my existing events.
- My Event Locations**
 - Add a new event location.
 - Manage my existing event locations.
- Artist Profile**
 - Manage your public profile, including Artist
- Cultural Org. Profile**
 - Manage your public profile, including Mission

Quick Links

- Artist Opportunities
- Arts Deals
- Folk Arts
- Grants
- Become a Member
 - Business Membership
 - Cultural Org Membership
 - Individual Membership
- Visit Us/Contact Us
- Help

Welcome, Alfredo Ponce

Dashboard
Profile
Log Out

To edit an event, click on “Manage my existing events”

9.

Event Sample

Sample of what an event will look like when complete.

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CALENDAR DIRECTORIES GRANTS PROGRAMS RESOURCES NEWS SUPPORT ABOUT

search by organization, artist or event from: to:

Artist Talk: Dulce Pinzón

Category: [Lectures](#)

Tuesday, April 18, 2017
12:30 pm - 1:30 pm




WHAT'S HOT?
Artist Talk Series
Neuberger Museum of Art, NY

Description

The artist will discuss *The Real Story of the Superheroes* which examines immigrant workers' rights in the US. Presented in collaboration with the Purchase College Multicultural Center.

Tickets to public programs are free to Purchase College students, staff, and faculty, and Neuberger Museum of Art Members. General Admission: \$10.

Event Location and Ticket Information



Neuberger Museum of Art
Purchase College SUNY 735 Anderson Hill Road
Purchase, New York 10577

Date: Tuesday, April 18, 2017
Times: 12:30 pm - 1:30 pm

Ticket pricing:

Presenter: Neuberger Museum of Art
Presenter Phone: 914-251-6100
Presenter Website: <https://www.neuberger.org>

Quick Links

- [Artist Opportunities](#)
- [Arts Deals](#)
- [Folk Arts](#)
- [Grants](#)
- [Become a Member](#)
 - [Business Membership](#)
 - [Cultural Org Membership](#)
 - [Individual Membership](#)
- [Visit Us/Contact Us](#)
- [Help](#)

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[Dashboard](#)

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