HOW TO:

Adding & Editing Events
Artswestchester.org

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1.

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CALENDAR   DIRECTORIES   GRANTS   PROGRAMS   RESOURCES   NEWS   SUPPORT   ABOUT

We Are
ArtsWestchester

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2. Enter your Account Information

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CALENDAR DIRECTORIES GRANTS PROGRAMS RESOURCES NEWS SUPPORT ABOUT

Search ...

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Username or E-mail

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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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About Us   Grants   Artist Opportunities   Folk Arts   Membership for Cultural Orgs   Contact Us

Terms and Conditions
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3. To add an event
Click on "Add a new event"

4.

Add Event Page

Log Out | Donate | My Account   Email Signup

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CALENDAR   DIRECTORIES   GRANTS   PROGRAMS   RESOURCES   NEWS   SUP

Search ...

Add Event

The **Event Name**
E.g. Gallery Opening

Event Name

*

The event name. Example: Gallery Opening

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- Artist
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- Folk A
- Grants
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  - it U
- Help

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)*.

When

This is a recurring event. ☐   *See next slide to learn more about **recurring events.***

From [ ] to [ ]

Event starts at [12:00 AM] to [12:00 AM] All day ☐

Where does your **Event** take place.
Fill out all blank spaces.
Check if it does not have a physical location.

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: [United States ▼]

*

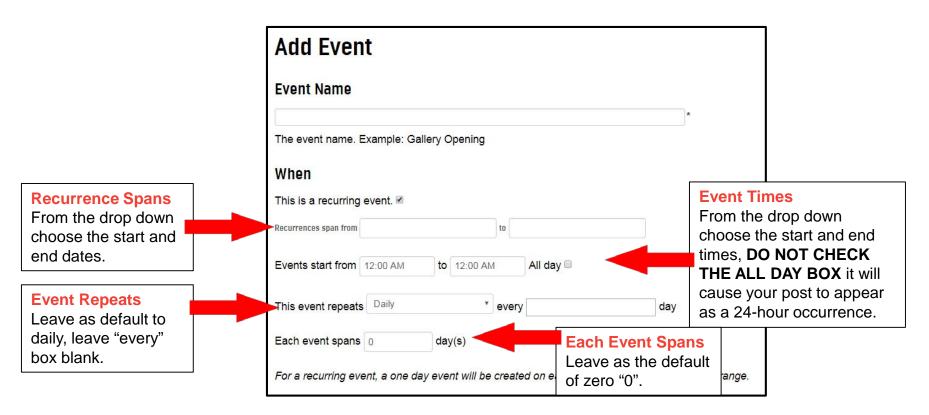Welcome,

Dashboar
Profile
Log Out

Location not found

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 [12:00 AM] to [12:00 AM] All day ☐

This event repeats [Daily ▾] every [   ] day

Each event spans [0] day(s)

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

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".

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4b. Add Recurring Event - Weekly

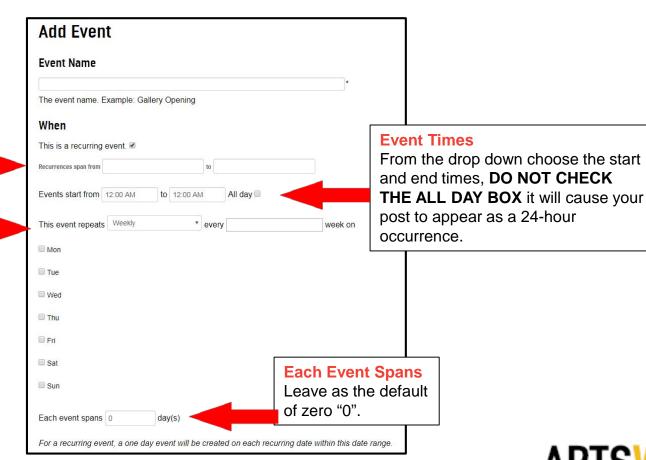**Recurring Weekly** Use this option for an event/program that occurs on the same day(s) over several weeks.

Recurrence Spans
From the drop down choose the start and end dates *(event should be a minimum of 2 weeks).*
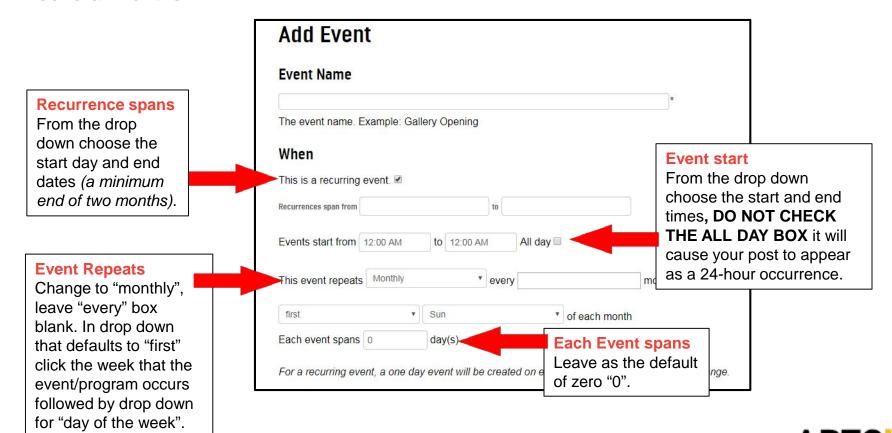
Event Repeats
Change to "weekly," leave "every" box blank. A drop down appears > check off the days that apply to event/program.

Add Event

Event Name

The event name. Example: Gallery Opening

When

This is a recurring event. ☑

Recurrences span from [   ] to [   ]

Events start from [12:00 AM] to [12:00 AM] All day ☐

This event repeats [Weekly ▼] every [   ] week on

☐ Mon
☐ Tue
☐ Wed
☐ Thu
☐ Fri
☐ Sat
☐ Sun

Each event spans [0] 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.

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4C. Add Recurring Event - Monthly

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

Add Event

Event Name

_____ *

The event name. Example: Gallery Opening

When

This is a recurring event. ☑

Recurrences span from [_____] to [_____]

Events start from [12:00 AM] to [12:00 AM] All day ☐

This event repeats [Monthly ▼] every [_____] mo

[first ▼] [Sun ▼] of each month

Each event spans [0] day(s)

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

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

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.

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".

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.
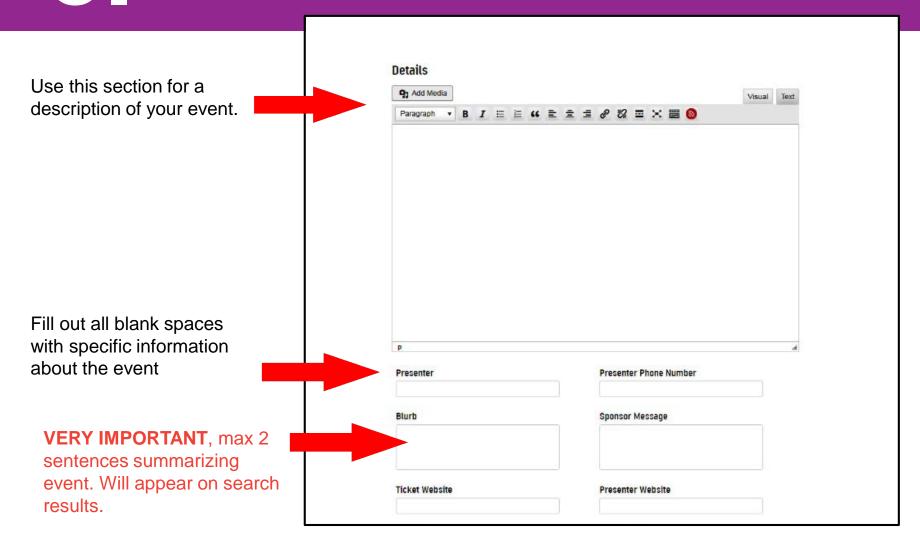
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4d. Add Recurring Event - Yearly

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 [12:00 AM] to [12:00 AM] All day ☐

This event repeats [Yearly ▼] every [_____] year

Each event spans [0] day(s)

For a recurring event, a one day event will be created on ea... 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".

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5.

Add Event Page

Use this section for a description of your event.

Details

Add Media

| Paragraph ▼ | B | I | ≡ | ≡ | 66 | ≡ | ≡ | ≡ | 🔗 | ✂ | ⊞ | ✕ | ⌨ | 🔴 | | Visual | Text |

p

Fill out all blank spaces with specific information about the event

Presenter

Presenter Phone Number

VERY IMPORTANT, max 2 sentences summarizing event. Will appear on search results.

Blurb

Sponsor Message

Ticket Website

Presenter Website

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Add Event Page

Free Event

Yes

Handicap Accessible

Yes

Fill out all blank spaces with specific information about Your Event

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

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

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

Choose File No file chosen

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

Submit Event

Submit your Event

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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.

Change Free Event from Yes to No

If Yes, enter corresponding ticket price.

Enter ticket type = adult, student, senior, child, etc….

Free Event	Event Ticket 1
No	
Event Ticket Price 1	Event Ticket 2
Event Ticket Price 2	Event Ticket 3
Event Ticket Price 3	Event Ticket 4
Event Ticket Price 4	Event Ticket 5
Event Ticket Price 5	Event Ticket 6
Event Ticket Price 6	Event Ticket 7
Event Ticket Price 7	Event Ticket 8
Event Ticket Price 8	Handicap Accessible
	Yes

Ticket prices will appear on your event listing.

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To Edit Event

To edit an event, click on "Manage my existing events"

9.

Event Sample

Sample of what an event will look like when complete.