### **ADDING & EDITING EVENTS**

# ArtsWestchester

Your complete guide to the arts in Westchester

things all about artswestchester

Click on "Log In" to access your account.



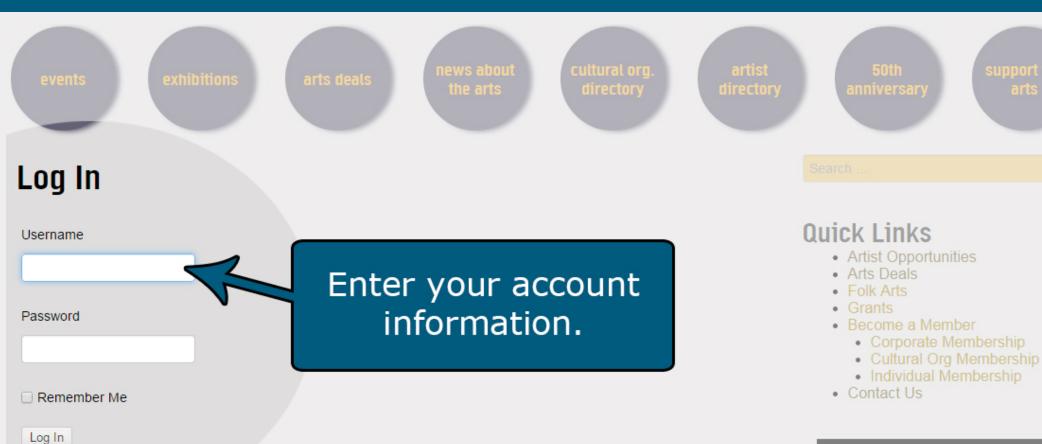
### AND ONCE YOU'RE LOGGED IN...

# ArtsWestchester

our <u>co</u>mplete guide to the arts in Westcheste

all about artswestchester Click on"My Account" to access your profile from any web page on this site.





· Lost Password

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## Welcome, Cultural Organization!

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



### My Blog/PR Posts

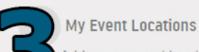
- Add a new blog/PR post.
- Manage my existing posts.



### My Arts Deals



- Add an Arts Deal.
- Manage my existing Arts Deals.
- Manage my Art Deals Subscription.



Add a new event location. Manage my existing event locations.



### My Artist Opportunities

- Add an opportunity for local artists.
- Manage my existing Artist Opportunities.



# To **add** an event, click on "Add a new event."

### Quick Links

- Artist Opportunities
- Arts Deals
- Folk Arts
- Grants
- Become a Member
  - · Corporate Membership

### My Events

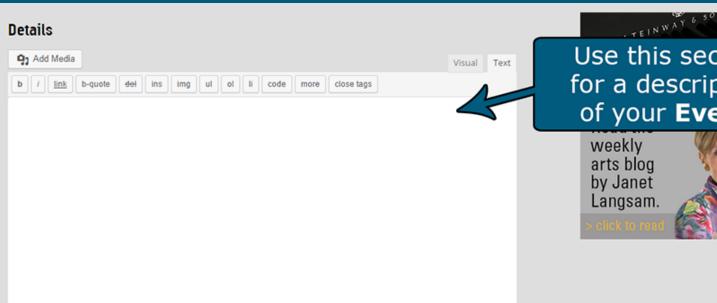
- Add a new event
- Manage my existing events.

### Cultural Org. Profile

 Manage our public profile, including Mission Statement, Hours, and slider images.

Welcome My Blogs/PR Posts My Artist Opportunities My Events

### Add Event The **Event Name Event Name** E.g. Gallery Opening Grants Become a Member Cornorato Momborchin When When does your **Event** take place This is a recurring event. (date and time), and check off if From to it is recurring and/or last all day. Event starts at 12:00 AM to 12:00 AM All day Where My Artist Opportunities This event does not have a physical location. **Location Name:** Where does your **Event** take place. Fill out all blank spaces. Check if it Address: does not have a physical location. City/Town: State/County: Log Out Postcode: United States



Presenter Phone Number

Use this section for a description of your **Event**.

> arts blog by Janet Langsam.

Fill out all the blank spaces with specific information about your **Event**.

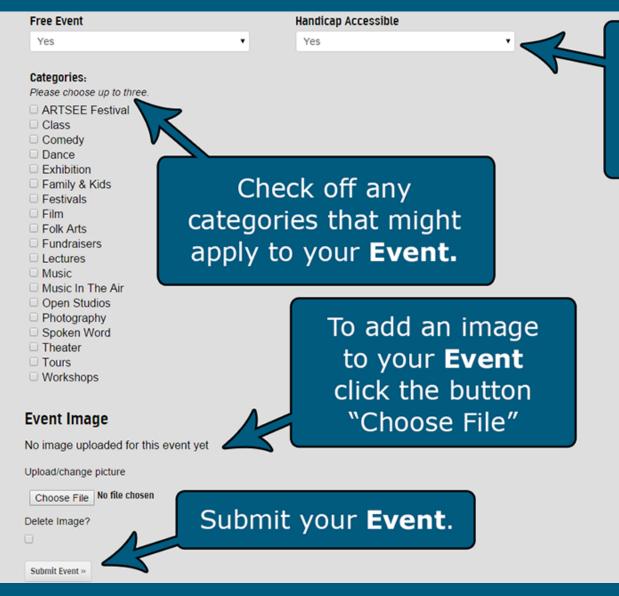


Presenter

Blurb

Ticket Website

1	



Fill out all the blank spaces with specific information about your **Event**.

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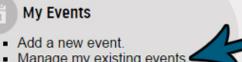


### My Artist Opportunities

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- Manage my existing Artist Opportunities.



Manage my existing events



### Quick Links

- Artist Opportunities
- · Arts Deals
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  - Corporate Membership
  - Cultural Org Membership

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

> Welcome My Blogs/PR Posts My Artist Opportunities My Arts Deals My Events

## My Event Locations

Add a new event location. Manage my existing event locations.



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#### Search

#### **Glenview Tours**

Category: Exhibition, Family & Kids, Tours

Saturday, March 7, 2015 1:00 pm - 4:00 pm



#### Description

Take a tour of Glenview, led by a Glenview Explainer. See elegant 19th century restored period rooms, and highlights from our collection including items once owned by the Trevors, the family that built Glenview. Tours at 1, 2, 3, and 4 pm.

Free with Museum admission.

### Event Location and Ticket Information



Hudson River Museum 511 Warburton Avenue Yonkers, NY 10701 Handicap Accessible? Yes Date: Saturday, March 7, 2015 Times: 1:00 pm - 4:00 pm

Ticket pricing: Free event

Presenter: Hudson River Museum Presenter Phone: 914-963-4550 Presenter Website: www.hrm.org

# Sample of what an **Event** will look like when complete.

Welcome, Carolina Melo

Dashboard

Welcome

My Blog Posts

**My Artist Opportunities** 

My Arts Deals

My Events

My Event Locations

**Artist Profile** 

**Cultural Org. Profile** 

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My Activity

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