

# ADDING & EDITING EVENTS

**ArtsWestchester**  
Your complete guide to the arts in Westchester

things to do    all about artswestchester

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Enter your account  
information.

Search ...

## Quick Links

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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 Artist Opportunities

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



## My Arts Deals



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



## My Events

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



## Cultural Org. Profile

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

## Quick Links

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

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

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My Event Locations

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## My Event Locations

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

# Add Event

Event Name

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

When

This is a recurring event. ☐

From  to

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

When does your **Event** take place (date and time), and check off if it is recurring and/or last all day.

Where

☐ This event does not have a physical location.

Location Name:

Address:

City/Town:

State/County:

Postcode:

Region:

Country:

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

- Grants
- Become a Member
- Corporate Membership


My Blog Posts  
My Artist Opportunities  
My Arts Deals

Log Out



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## Details

 Add Media

Visual

Text

**b** *i* link b-quote del ins img ul ol li code more close tags

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

weekly  
arts blog  
by Janet  
Langsam.

> click to read



Presenter

Presenter Phone Number

Blurb

Sponsor Message

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

Ticket Website

Presenter Website

### Free Event

Yes

### Handicap Accessible

Yes

### Categories:

Please choose up to three.

- ☐ ARTSEE Festival
- ☐ 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 any categories that might apply to your **Event**.

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

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

### Event Image

No image uploaded for this event yet

Upload/change picture

Choose File

No file chosen

Delete Image?

☐

Submit Event »

Submit your **Event**.

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- Add a new event location.
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## Quick Links

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

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## 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](http://www.hrm.org)

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

Welcome, Carolina Melo

Dashboard

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