HOW TO:
Artist Opportunities/Press Releases/Blogs
Artswestchester.org
1. Click on “Log In” to access your account.
2. Enter your Account Information
3. To add an event
Click on “Add a new event”
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 and/or Lasts all day.

Where does your **Event** take place.
Fill out all blank spaces. Check if it does not have a physical location.
Use this section for a description of your event.

Fill out all blank spaces with specific information about Your Event.
6. **Add Event Page**

- **Fill out all blank spaces with specific information about Your Event.**
- **Check off any categories that might apply to your Event.**
- **To add an image to your Event click the button “Choose File.”**
- **Submit your Event**
To edit an event, click on “Manage my existing events”
Sample of what an Event will look like when complete.