HOW TO:
Adding & Editing Events
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”
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.

See next slide to learn more about recurring events.
4a. Add Recurring Event – DAILY

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

**Recurrence Spans** From the drop down choose the start and end dates.

**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.

**Event Repeats** Leave as default to daily, leave “every” box blank.

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

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

**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.
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 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.*
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 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 “yearly”, leave “every” box blank.

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

**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 each date.*
5. Add Event Page

Use this section for a description of your event.

Fill out all blank spaces with specific information about the event.

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

- **Change Free Event from Yes to No**
- **If Yes, enter corresponding ticket price.**
- **Enter ticket type = adult, student, senior, child, etc....**

Ticket prices will appear on your event listing.
To edit an event, click on “Manage my existing events”
9. Event Sample

Sample of what an event will look like when complete.