

Quick Event Entry Instructions for Ohio EventFinder Listings

TIP: Begin first by selecting the top events for your organization that have the potential to draw visitors to your attraction from 50 miles away or more. You are encouraged to enter all of your events into the database, however, we recommend that you begin with your major events. We highly recommend that you add images to your major events (and all events if possible). This will greatly improve the exposure for your event.

Before you begin, have the following information ready to enter. These are required fields in the system: Event Name, Description, Venue, Presenting Organization, Min/Max Admission Price, Start Date / End Date, Start Time / End Time by days of the week.

TIP: Have an event jpg or gif ready also. Although not required, images are very important for optimum exposure. Only events with images will be considered for the ArtsinOhio.com front page featured events and the e-newsletter opportunities. Images must be in JPEG or GIF format and less than 1M. Only one image per event is allowed. You can also upload a default image on your organization page. This will be the image that shows up when you do not enter a specific event image.

1. Go to: www.ohioeventfinder.com
2. **Enter your User ID and Password.**
(If your organization is not registered: Enter your Organization Name, City and Ohio County then click "Continue..." and complete the registration – once approved, you'll receive an e-mail with your User ID and Password.) If you receive a message that your organization is already registered please email support@ohioeventfinder.com

Record this **User ID** _____ and **Password** _____
3. Click Events: **Add New**
4. Enter:
 - **Event Name** – 100 character limit
 - **Description** – 2500 character limit – **TIP:** You may copy and paste this info from another document
 - Select **Venue** from drop-down or click **add it now**
 - **Make this event visible on** (date event will go live/be posted in our calendar on the web site, default date is always the day you enter your event. Unless you have a full schedule of events you want to release at one time in the future, it is recommended to leave this as the default date)
 - Select any appropriate event flags (not required)
5. Click **Create Event** button. Your basic information is now saved **BUT YOUR EVENT IS NOT YET LIVE.** **Schedule** information (dates and times for your event) and **Admission Price** and **URL** or **Phone** for ordering/information is required and your event will not show up on ArtsinOhio.com until you have added this information.
6. On the Event Information tab add admission price (required) and ordering and additional information (optional).
7. Click the **Categories** tab near the top of the page.
8. Select at least one category, then click **Add Categories.**

TIP: You can select multiple categories, and you can also set default categories on your Organization Information page and those will then be associated with all your events. For specific events where certain categories may not apply those categories can be removed from that event's categories tab..
9. Click on the **Schedule** tab near the top of the page. **This is required information.**
10. Enter the **Start Date, Start Time, End Date and End Time** for the event. If your event takes place on multiple days, you will need to select **Days of the Week.**

TIP: If your event runs for several weeks, with different start/end times depending on the day of the week you should enter the date range and times once for each day of the week that it differs.
For example: If your event hours are 10am-5pm on Monday – Friday, but 1pm-5pm on Saturday, enter your start and end date with 10am as the start time and 5pm as the end time. Select Monday, Tuesday, Wednesday, Thursday and Friday. Then click Add Date. Then repeat to create Saturday's info.

11. Click on **Add Date**.
12. Your event will now go live on the date you indicated in the **Make this event visible on** field in step 4 above.
13. Additional information can be added such as discounts, event reviews, and images (.gif or .jpg only, 1M or less) by clicking on the corresponding tabs at the top of the page. Once you have selected the appropriate file and the file name appears in the Image tab File field DO NOT change the image file name. Your image will not upload if you change the file name once it has been selected.

For more information, please contact: support@ohioeventfinder.com