



### Posting Events on Artobersac.com

The ARTober Sacramento website calendar is managed by Sacramento365.com. By posting your event on the ARToberSac.com website, your event will automatically also be listed on Sacramento365.com and subject to the promotions and traffic of both websites.

Here's how it works:

#### Submitting Events is easy!

- 1 Log onto <http://artobersac.com/upcomingevents> or [Sacramento365.com](http://Sacramento365.com)
- 2 Click the orange "Add Event" button
- 3 Take a moment to read the guidelines if you have not done so before. Click "Next"
- 4 Select your Org info from the drop-down menu (and go to #5). If you do not have an Org, or your Org is not listed, click the "The presenting Organization is not listed here" checkbox (and go to #6)
- 5 If you have selected your Org from the dropdown and events for that Org are currently listed on the site, you will see them listed in the drop-down box (this is to prevent you from re-entering already posted events). If you do not see your event, click the "The event is not listed here" checkbox and click "Continue to Step 2".
- 6 Type in your event title in the next drop-down box (this is to prevent you from re-entering already posted events). If you do not see your event listed, click the "The event is not listed here" checkbox and click "Continue to Step 2".
- 7 Fill out the template with your information and click "Continue to Step 3"
- 8 Add in the individual dates and start times for all appropriate dates. Including the dates/times in this way is important to allow visitors (especially mobile visitors) to search for your event by start time. Once you've entered the information, click "Save Dates".
- 9 Confirm that the date(s) entered is correct and add the individual start times. Also, add any additional information about event times (e.g. the time the doors open) in the "Additional Information" box. Click "Save Times."
- 10 Preview your listing and make sure the information entered is thorough and accurate. If you need to make an edit, click "Return to Edit". If everything is correct, click "Submit Listing." You will then see a confirmation page that tells you your event has been submitted and will be edited and reviewed by our staff shortly.

*Note: It is highly recommended to add pictures and/or video to your event listings if you have any. If you have difficulty adding them, either contact us to assist you or simply email them to us and we can add the video and/or images for you.*

**Each event goes through a review process, so please allow 2-3 business days before the listing appears live on the site. A confirmation email will be sent to you once the event has been posted.**

**Questions?** Email [support@sacramento365.com](mailto:support@sacramento365.com)