


A. Add Event: Options, Title, Where

ITHACA EVENTS ADMINISTRATION

 (edit my profile) LOGOUT

Home Events Pending Tickets Venues Producer Groups Event Producers Pages News Messages **Add Event**

★ Add Event

Producer

Event Title*

Where*

or enter custom location name

& custom location address

Always select a venue from this list, if available, rather than adding a custom address.

Simple titles are best. Don't include the event producer name or venue in the title.

B. Add Event: When

In the “when” block, you will indicate when an event occurs. There are four ways you can indicate an event’s schedule in Ithaca Events: (1) as an *exhibition event* that spans a duration of days (like a museum or gallery exhibition), (2) as a *one time event* that happens a single time and typically on a single day (except for events like the Ithaca Festival which is entered as a single event, but spans several days), (3) as a *regularly repeating event* that happens more than once, and at a regular time, at a regular period (daily, weekly, monthly, etc.), and (4) as a *non-regularly repeating event* that happens more than once, but not at any regular interval (like a play with several performances on different days).

When*

Is this an exhibition event? Yes No

Exhibition is accessible to the public

When you begin defining an event’s schedule, you will need to answer one or more questions about your event.

1 - Exhibition Events

When*

Is this an exhibition event? Yes No

select start date: October 15 2009

select end date (opt): November 20 2009

Exhibition hours

Add the days of the week and the hours that the exhibition is accessible to the public

Monday - Friday: 10am - 9pm
Saturday & Sunday: closed.

For exhibitions, you will need to enter the start and end date for the exhibition. Then enter the hours of operation above.

2 - One Time Events

When*

Is this an exhibition event? Yes No

Does this event happen only once? Yes No

If your event takes place just once, select yes.

select start date: October 7 2009

select end date (opt): October 7 2009

start: 7 00 pm end (opt):

One-Time Events are events that happen one time, and usually on a single day.

Select the start date. In most instances, a one time event ends the same day it starts.

Select a start time. Specifying the end time is optional.

3 - Regularly Repeating Events

When*

Is this an exhibition event? Yes No

Does this event happen only once? Yes No
If your event takes place just once, select yes.

Does this event repeat according to a regular schedule? Yes No
If your event takes place on a regular schedule (daily, weekly, monthly), select yes here.

select first date: - -

repeat type:

until: - -

start: end (opt):

ADD TIME

Regularly repeating events take place on a daily, weekly or monthly schedule. This sample event occurs every Tuesday for two months from 6 to 7pm.

Select the date of the first occurrence of the event, then the repeating interval, and then the date of the final occurrence of the event.

Select the time(s) this event happens. Selecting an end time is optional.

4 - Non-Regularly Repeating Events

When*

Is this an exhibition event? Yes No

Does this event happen only once? Yes No
If your event takes place just once, select yes.

Does this event repeat according to a regular schedule? Yes No
If your event takes place on a regular schedule (daily, weekly, monthly), select yes here.

For each instance or performance of your event, specify a date and one or more times.

select start date **October** **11** **2009** **REMOVE DATE**

start **8** **00** **pm** end (opt) **X**

ADD TIME

Continue to add dates, as necessary.

+ ADD DATE

select start date **October** **12** **2009** **REMOVE DATE**

start **8** **00** **pm** end (opt) **X**

ADD TIME

+ ADD DATE

select start date **October** **15** **2009** **REMOVE DATE**

start **4** **30** **pm** end (opt) **X**

start **8** **00** **pm** end (opt) **X**

ADD TIME

+ ADD DATE

Non-regularly repeating events take place more than once, but not at a set interval. This sample event has four performances divided between three days

Select the date and time(s) for the first occurrence of the event.

Select "add date" to add the next instance / performance of the event. This will reveal another date area below.

Continue to add dates (and times) until you have entered all instances of this event.

Notice that on this date, there is an evening and a matinee performance: add as many performances on a given day as you need by clicking on "add time".

C. Add Events: TicketsCD

Tickets

This Event Requires Tickets

Tickets Sold Through Ticket Center

If not selling through the Ticket Center Phone Number (required):

On sale date: September - 14 - 2009

Ticket Type: General Admission

Ticket price range: \$ - \$

Ticket and Discount Notes:

Select this checkbox only if your event requires tickets.

If you are **not** selling tickets through the ticket center, you must enter a phone number for ticket information.

Add any information helpful to customers about tickets here: i.e., discounts for students and seniors, also available at the door, etc.

D. Add Events: InformationEEE

Information

Event Teaser (One sentence summary of event):

Event Description:

Event Information Phone Number

The number to call to get more information about an event (i.e., not to purchase tickets):

The event teaser should ideally be a single fairly short sentence. The event description can be as long as you need it to be.

Enter the phone number people should call to get more general information about the event.

E. Add Events: Categories and Themes

Category* (select at least 1 and up to 2)

- Clubs / Nightlife
- Cuisine / Winery
- Dance
- Fairs and Festivals
- Film
- Galleries
- Museums
- Music
- Readings / Lectures
- Theatre
- Workshops

Themes* (select at least 1 and up to 3)

- Ballet
- Comedy
- Family Friendly
- Foreign (language)
- Local Talent
- Original/Premiere
- Poetry
- Student/College
- Classical/Classic
- Country
- Folk
- Historical
- Modern
- Outdoors
- Rock/Pop
- Tap
- Experimental
- Drama
- For Seniors
- Jazz
- Multimedia
- Painting
- Science
- Visit
- For Teens
- Literature
- Nature
- Photography
- Sculpture

Choose up to two categories and three themes. You must choose at least one of each. These will be used for categorization and browse purposes in Ithaca Events.

F. Add Events: Other Information

Other Information

Select Photo

Image will upload on submit. Max file size (10MB). JPEG, GIF, PNG allowed.

Choose as many as needed:

<input type="checkbox"/> Smoke Free	<input type="checkbox"/> Handicap Accessible	<input type="checkbox"/> Air Conditioned
<input type="checkbox"/> Restrooms Available	<input type="checkbox"/> Family Friendly	<input type="checkbox"/> No Babies in Arms

Special Instructions

Provide any additional information about this event that seems pertinent; perhaps you are selling raffle tickets for a drawing during intermission, or if you want to advise people to bring rain gear for an outdoor concert, etc.

Intended Age Range: low to high

Minimum Age:

Provide only if your event is specifically geared toward a certain age range.

Enter wherever you have an appropriate photo. If you do not have a photo, the event producer photo will display with the event. For best results, the photo you include should be at least 300px high x 400px wide (but not too much bigger). Horizontal images work best.

The intended age primarily refers to events aimed at kids: the range will be a guide to parents. The minimum age allows event producers to exclude kids under a certain age.

G. Add Events: Submit

SUBMIT

Be sure to submit your event before navigating away from this page, or the event will not be saved to the database.