



PROMOTES, ENCOURAGES & FOSTERS THE GROWTH OF
THE ARTS IN ST. LOUIS.

CREATING AN EVENT IN THE RAC EVENTS CALENDAR

LOGGING IN

- Go to <http://racstl.org/experience-art/event-login/> by clicking “**Event Contributor Login**” at the bottom of the RAC website and sign in with your ArtsZipper username and password.
- Don’ t have an account? Click the link under the login that says “**Register here**” and complete your registration

ADD YOUR EVENTS TO THE RAC CALENDAR.

Please use your old ArtsZipper account information to login and add your events. Don't have an arts calendar account? [Register here.](#)

USERNAME

PASSWORD

REMEMBER ME

[LOG IN](#)

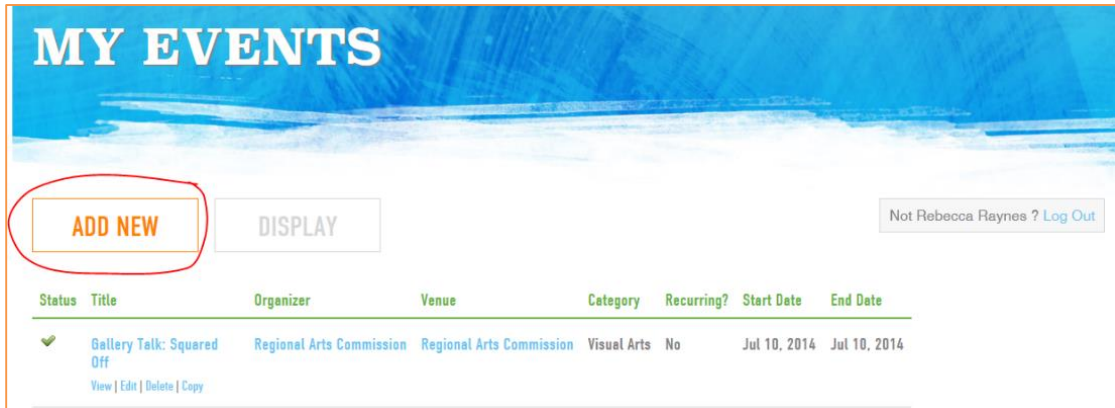
[Forgot Password?](#)

Don't have an account? [Register here.](#)

- Forgot your password? Click on Forgot Password underneath the Log In button. Then enter your email address or username and you will receive an automated email with a link to update your password.

ADDING AN EVENT

- Click "Add New" button and a form will appear.



- Complete event title and description (between 250 and 1000 characters), and pick a relevant category.

EVENT TITLE: (REQUIRED)

EVENT DESCRIPTION: (REQUIRED)

Descriptions must be between 250 and 1000 characters.

250 characters to go

EVENT CATEGORIES:

ARCHITECTURE
 AUDITIONS
 CALLS TO ARTISTS
 CIRCUS ARTS
 CLASS WORKSHOPS
 DANCE
 FAIR/FESTIVAL
 FILM
 FUNDRAISERS
[Show all categories \(18 \)](#)

- Upload an event image from your computer or by downloading one from the **Image Library**.
 - **The image should be in jpg, png, or gif formats, a minimum of 769px by 330px, or 10.25 inches by 4.4 inches, and without any text.**
 - Please Note: “Event Image” is a required field.

EVENT IMAGE: (REQUIRED)

UPLOAD: Please use photos or event-specific graphics - no logos please! Logos and inappropriate images will be removed. Suggested images include event artwork, an image of your invitation, etc. If you do not have an appropriate image please [click here](#) to select from RAC's image library.

Accepted image formats: png, jpg and gif.
For best results use an image that does not include any text and is at least 769px by 330px, or 10.25 inches by 4.4 inches (at 75 ppi).

- Select the event date and check the box marked “All Day Event” or select a start and end time.
- If the event is recurring, you can create multiple events by adjusting its recurrence.

EVENT TIME & DATE

ALL DAY EVENT?

START DATE / TIME: 2014-07-09 @ 08 00 am

END DATE / TIME: 2014-07-09 @ 05 00 pm

RECURRENCE: None

EVENT TIME & DATE

ALL DAY EVENT?

START DATE / TIME: 2014-06-20 @ 08 00 am

END DATE / TIME:

RECURRENCE:

EVENT LOCATION DETAIL

If you are having difficulties Today Done

Jun 2014							July 2014							August 2014								
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
						1		1	2	3	4	5	6							1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30	31					
30																						

- Check the dropdown list of saved venues by clicking the arrow next to “Use Saved Venues.”
 - If your location is on the dropdown list, simply select it and the information will populate for you.
 - If your venue is not listed, click “Use New Venue” and fill out **all** of the information (Note: the address **MUST** be correct in order for the website and app to provide accurate directions to the calendar user).

EVENT LOCATION DETAILS: (REQUIRED)

If you are having difficulties with mapping your venue, use Google Maps to identify the proper address.

USE SAVED VENUE: USE NEW VENUE

VENUE NAME:

ADDRESS:

CITY:

STATE OR PROVINCE:

POSTAL CODE:

PHONE:

EVENT LOCATION DETAILS: (REQUIRED)

If you are having difficulties with mapping your venue, use Google Maps to identify the proper address.

USE SAVED VENUE:

USE NEW VENUE ▼

VENUE NAME:

ADDRESS:

CITY:

STATE OR PROVINCE:

POSTAL CODE:

USE NEW VENUE

560 MUSIC CENTER

ART SAINT LOUIS

ARTTHNGS

BANDWAGON HALL

BELLERIVE PARK

BELLY DANCE WITH NISAA

BLANCHE M. TOUHILL
PERFORMING ARTS CENTER

BROOKINGS QUADRANGLE

- Complete the organizer information by selecting an organizer from the list or create a new organizer name.
 - Note: if you are adding an event for an organization, please select or add the organization name, not your individual name.

EVENT ORGANIZER DETAILS: (REQUIRED)

USE SAVED ORGANIZER:

ORGANIZER NAME:

PHONE:

WEBSITE:

EMAIL:

- If your event has a specific website, enter the **full URL (including http://)**.
- If your event has a website to purchase tickets, enter the **full URL (including http://)**.

EVENT WEBSITE

URL:

ADDITIONAL FIELDS

TICKET PURCHASE URL:

- Check a box to indicate if your event is RAC funded.

FUNDED BY RAC: YES

NO

- If you are looking for volunteers, enter volunteer contact information here.
 - Because this optional feature allows users to volunteer directly for your arts event, you must complete all of the volunteer information fields.

VOLUNTEER OPPORTUNITIES DESCRIPTION:	<input type="text"/>
VOLUNTEER COORDINATOR NAME:	<input type="text"/>
VOLUNTEER COORDINATOR EMAIL:	<input type="text"/>
VOLUNTEER COORDINATOR PHONE:	<input type="text"/>

- For the event cost, put a "0" if the event is free.
 - This free event feature does not allow an option to include price ranges. Please make sure to include the ticket price range in the **event description**.

EVENT COST

COST \$:

Leave blank to hide the field. Enter a 0 for events that are free.

- If you would like a Facebook event made on your behalf, check the box marked "**Create this event on Facebook.**"
 - Please note: Facebook events cannot be created for recurring events.
 - Also note that this can only be uploaded to your personal page, not an organization page that you may admin.
 - Upload your own picture onto Facebook, and invite your own friends.
- Click "**Submit**" and the event will go live. You can access the live event page by going to your dashboard and clicking "**View.**"

CREATE THIS EVENT ON FACEBOOK

When you select this option, you will be prompted to give the RAC App permission to access your basic profile and information and post events on your behalf.

SUBMIT EVENT

EDITING AN EVENT

- Go to your main dashboard by clicking "**Event Contributor Login**" at the bottom of the page and click "**Edit**" under the event title.

