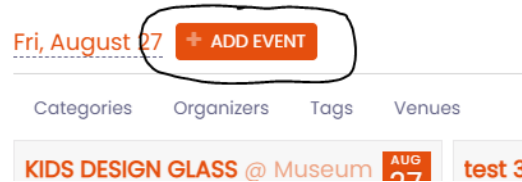




## Step-by-Step Directions for Adding Events to the Tacoma Arts Month Events Calendar

- Go to [tacomaartsmoonth.org/events](https://tacomaartsmoonth.org/events) and click on the 'Add Event' button directly above the calendar



- A pop-up window will appear, prompting you to sign in to the calendar app, Timely. You will need to create a Timely account (email and password) if you don't already have one.

The screenshot shows a login pop-up window with the following fields and options:

- Email address
- Password (with an eye icon for visibility)
- Remember me
- [Forgot password](#)
- LOGIN** button
- Login using
- [New here? Sign up](#)

- Once you have signed up for an account and signed in, another window will appear. Here you will see fields to fill in with information about your event. The fields marked with a yellow star in the image below are the fields you will want to fill in so that the public will have all the information they need for your event.

The screenshot shows the event creation form with the following fields and options:

- Event Title \*
- Starts: 08/27/2021 \* 8 : 30 AM \*
- Ends: 08/27/2021 \* 9 : 45 PM \*
- All-day  No end date
- ADD TIMEZONE** **ADD RECURRENCE**
- Add a Category --- \*
- Add a Tag --- \*
- Add a Organizer --- \* **NEW**
- Add a Venue --- \* **NEW**
- UPLOAD AN IMAGE** \*
- Description
- Verdana 11pt **B** *I* U
- SUBMIT EVENT** \*

- Add your Event Title, date (select “Add Recurrence” if your event happens on multiple days), and time
- Add one or more Categories – choosing categories will help the public filter through the events. You may select only one category at a time, but after adding the first category you may select additional categories.
- Add one or more Tags – choosing tags will help the public filter through the events. You may select only one tag at a time, but after adding the first tag you may select additional tags.
- Select your organization under “Add an Organizer” – if your organization is not listed in the drop-down menu, click on the “New” button, fill in your organization’s information, and then click “Save”

— Add a Organizer — **NEW**

**New Organizer**

City of Tacoma

artists@cityoftacoma.org

(253) 591-5171

www.tacomaartsmoonth.org

Tacoma Arts Month

UPLOAD AN IMAGE

**SAVE** CANCEL

- Select your venue under “Add a Venue” – if your venue is not listed in the drop-down menu, click on the “New” button, fill in your venue information, and then click “Save”

— Add a Venue — **NEW**

**New Venue**

Tacoma Armory

Physical

1001 S. Yakima Ave.

Address Line 2

Tacoma

WA

United States

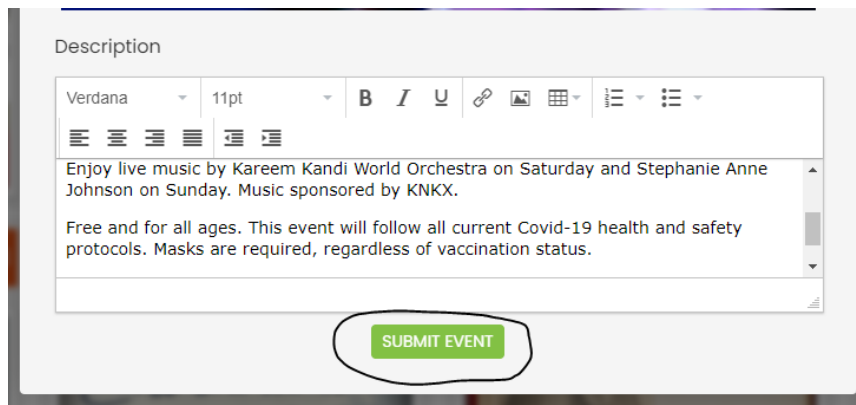
98405

UPLOAD AN IMAGE

**SAVE** CANCEL

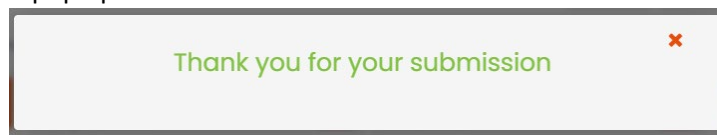
- Upload an image – Click on the “Upload an Image” button, select the image you would like to use, and then click “Upload”. Please be sure your image is either a .jpg or .png file type, a minimum width of 720 px, and at least 72 dpi.
- Write a brief description of your event including cost. If the event happens online, please include the URL where people can access the event.

- Click “Submit Event”



The screenshot shows a web form titled "Description". At the top, there is a rich text editor toolbar with options for font (Verdana), size (11pt), bold (B), italic (I), underline (U), link, image, table, bulleted list, and numbered list. Below the toolbar, the text area contains two paragraphs: "Enjoy live music by Kareem Kandi World Orchestra on Saturday and Stephanie Anne Johnson on Sunday. Music sponsored by KNKX." and "Free and for all ages. This event will follow all current Covid-19 health and safety protocols. Masks are required, regardless of vaccination status." At the bottom center of the form, a green button labeled "SUBMIT EVENT" is circled in black.

- A confirmation window will pop up.



- After you submit your event, staff will review the information and the event will appear on the events calendar within 1 – 2 business days.

If you have any questions, please contact Chevi Chung at (253) 591-5171 or [cchung1@cityoftacoma.org](mailto:cchung1@cityoftacoma.org).