

How to Create Your Event

STEPS

WHAT TO LOOK FOR

1: Navigate to artsatlas.com.au

2: Log In



3: On the welcome screen, click **EVENT**

Welcome to Arts Atlas

To use ArtsAtlas (properly), you need to use Firefox, Chrome, Safari or Internet Explorer 8 or more! Need browser advice? [Browse happy.](#)

By using ArtsAtlas you are agreeing to our [Terms and Conditions of Use.](#)

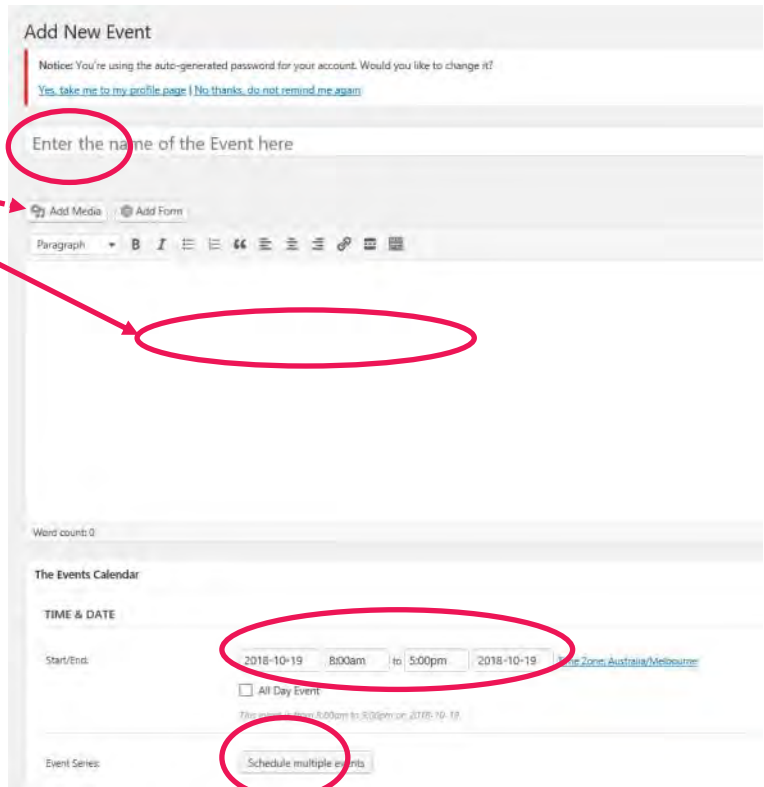
What would you like to do now?

[Go to the Site Dashboard \(with online help instructions etc\).](#)

Create a Listing: [Artist or Art Group](#) | **Event** | [Space](#) | [Opportunity](#)

4: Fill in the following:

- **EVENT TITLE**
- A Detailed description of your event (you can add an image if you choose)
- The **START TIME/DATE** & the **END TIME/DATE** (if the event falls on multiple days/weekends, use the **SCHEDULE MULTIPLE EVENTS** option)
- The **LOCATION** of your event.
- The **ORGANISERS** info.
- The event **WEBSITE** (if applicable)
- The event **COST** (if free, leave blank or enter a 0)
- **OPTIONAL:** add the location on the map.
- **OPTIONAL:** add an **EXCERPT** to attract attention.



LOCATION

Venue:

Venue Name:

Address:

City:

Country:

State or Province:

Postal Code:

Phone:

Website:

Show Google Maps Link:

ORGANISERS

Organiser:

Organiser Name:

Phone:

Website:

Email:

The e-mail address will be obfuscated on this site to avoid it getting harvested by spammers.

EVENT WEBSITE

URL:

EVENT COST

Currency Symbol:

Cost:

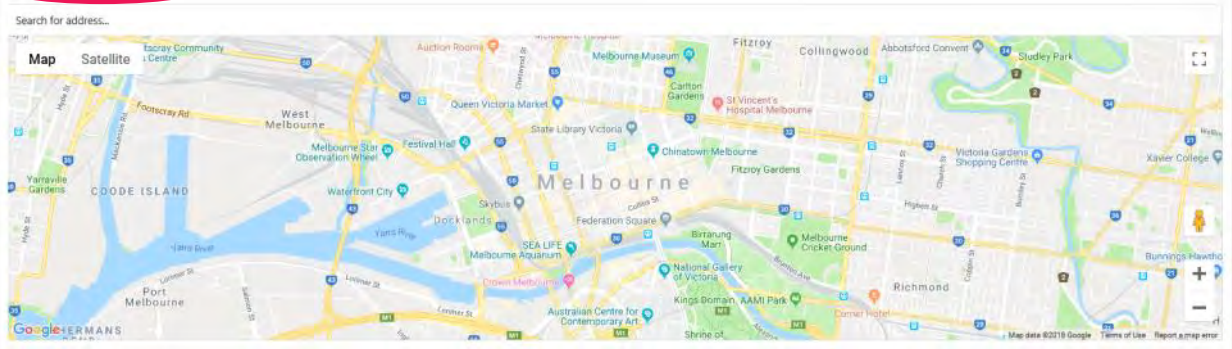
Enter a 0 for events that are free or leave blank to hide the field.

ADDITIONAL FUNCTIONALITY

Looking for additional functionality including recurring events, ticket sales, publicly submitted events, new views and more? Check out the [available add-ons](#).

Events Map

Location
Put your address here!



Excerpt

REMEMBER: Before publishing your event, be sure to *Scroll to the top of the page* and **PREVIEW** it to ensure it will appear on the site as you intended. You can always go back and edit your event at any time.

Publish