

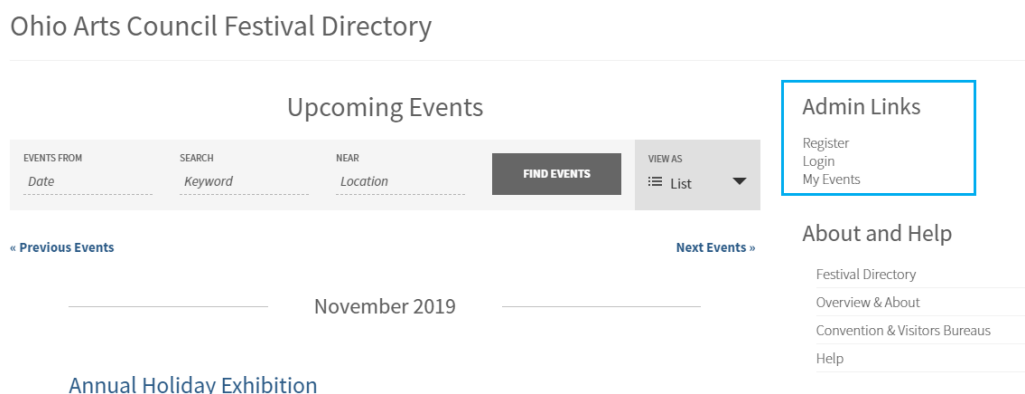
## How to Edit an Event in the Ohio Arts Council's Online Festival Directory Database

The Ohio Arts Council is excited to introduce our new online database that will feature all Festival Directory events in one digital location searchable by date, county, and category. This online home for events is designed to be user-friendly, accessible, and editable throughout the year.

Events are able to be added and edited at any time using this new online system. However, **changes to already-submitted events must be received by Nov. 15, 2019, in order to be included in the printed version.**

To edit your event, follow these steps:

1. Access the Ohio Arts Council Festival Directory at: [oac.ohio.gov/Resources/Ohio-Festival-Directory](http://oac.ohio.gov/Resources/Ohio-Festival-Directory)
2. Navigate to "Login" under "Admin Links" on the top right of the page. Click "Login."



The screenshot shows the Ohio Arts Council Festival Directory website. At the top, it says "Ohio Arts Council Festival Directory". Below that is a search bar with fields for "EVENTS FROM" (Date), "SEARCH" (Keyword), and "NEAR" (Location), along with a "FIND EVENTS" button and a "VIEW AS" dropdown menu set to "List". To the right of the search bar is a box labeled "Admin Links" containing "Register", "Login", and "My Events". Below the search bar, there are navigation links for "« Previous Events" and "Next Events »". The main content area shows "November 2019" and a link for "Annual Holiday Exhibition". On the right side, there is an "About and Help" section with links for "Festival Directory", "Overview & About", "Convention & Visitors Bureaus", and "Help".



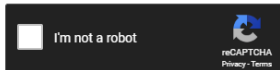
3. You may be asked to log in. Enter your username or email address and password, then click “Log In.”

## Log In

Username or Email Address

Password

Remember Me



Log In

- [Register](#)
- [Lost your password?](#)

4. At the top of the “Submit an Event” form, click “View Your Submitted Events.”

## Submit an Event

Add New Event **VIEW YOUR SUBMITTED EVENTS**

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EVENT TITLE: *(required)*

EVENT DESCRIPTION: *(required)* Visual Text

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- Once you reach the page displaying all of your submitted events, go to the event you want to edit and select "Edit" under the event title.

## My Events

My Events [ADD NEW](#)

[UPCOMING EVENTS](#) [PAST EVENTS](#) [DISPLAY OPTION ▾](#)

STATUS	TITLE	ORGANIZER	VENUE	CATEGORY	RECURRING?	START DATE	END DATE
✓	Governor's Awards 2020 <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>	Katie Monahan	Columbus Athenaeum	Franklin County	No	March 25, 2020 @ 11:00 am	Mar

- Make your edits directly in the event form.
- When you have updated all applicable fields, click "Update Event" at the bottom of the form.

EVENT COST

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Cost:

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

[UPDATE EVENT](#)

- That's it! Thank you for updating your event. Please allow two to three days for your edits to appear in the database.