

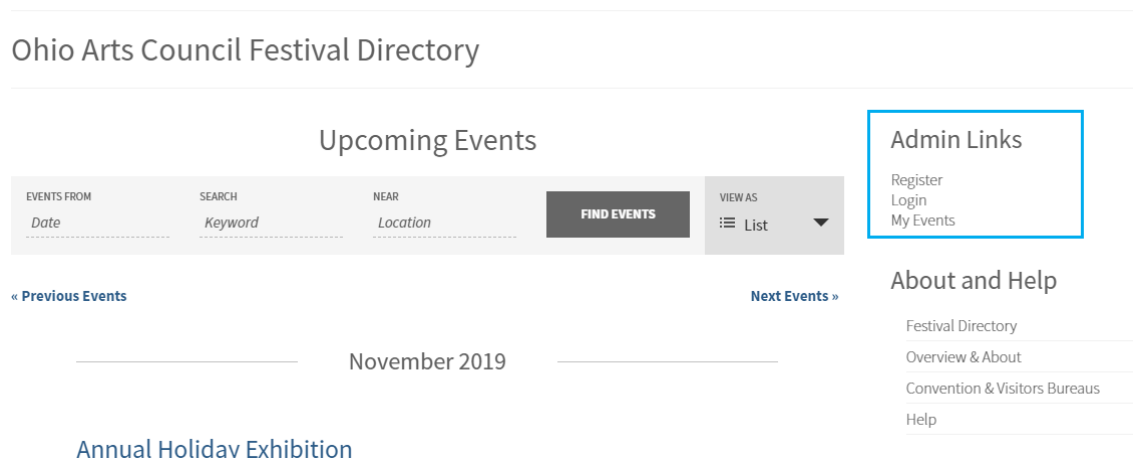
How to Submit an Event in the Ohio Arts Council's Online Festival Directory Database

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 submitted before the print deadline (Nov. 15, 2019) will be included in the printed 2020 Ohio Festival Directory, which is sent to a limited number of Ohio travel information centers and convention and visitors bureau locations in early 2020.**

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

To list your event, follow these steps:

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



The screenshot shows the Ohio Arts Council Festival Directory website. At the top, it says "Ohio Arts Council Festival Directory". Below that is a section titled "Upcoming Events". There is a search bar with fields for "EVENTS FROM Date", "SEARCH Keyword", and "NEAR Location". A "FIND EVENTS" button is next to the search fields. To the right of the search bar is a "VIEW AS" dropdown menu with "List" selected. On the far right, there is a box labeled "Admin Links" containing "Register", "Login", and "My Events". Below the search bar, there are navigation links: "« 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. Create a username and password. Keep this information in a safe place because you will need it to login. When you are finished, click “Register.”

Register

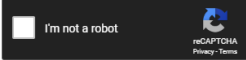
Username

Email

Password

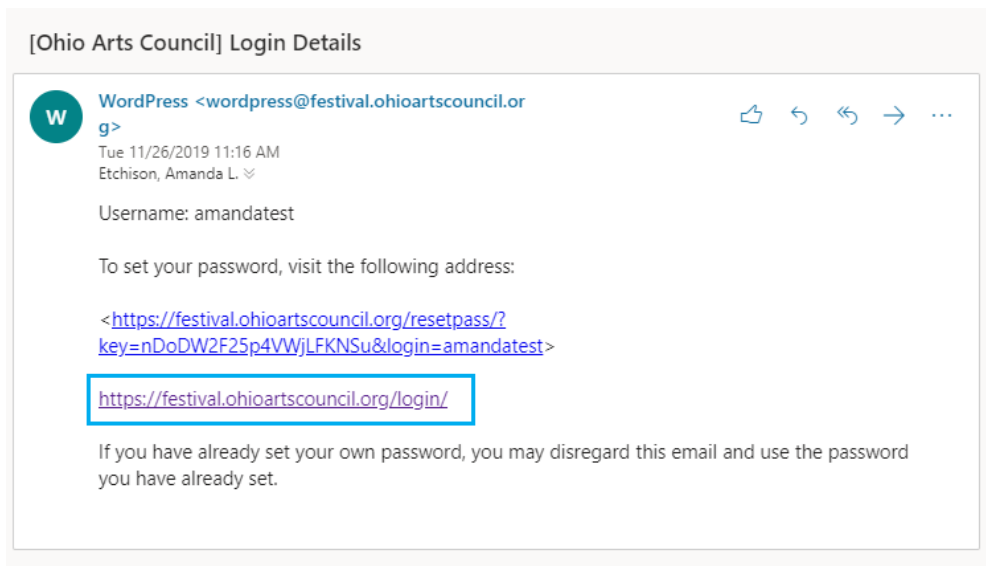
Confirm Password

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! * ? \$ % ^ & .



- [Log in](#)
- [Lost your password?](#)

4. After hitting “Register,” you will receive an email from WordPress with a subject line that reads "[Ohio Arts Council] Login Details." Click the second link in this email (festival.ohioartscouncil.org/login/) to activate your account. If you do not receive an email in your inbox, please check your Spam or Junk Mail folders. Please note that there is often a slight delay in receiving this confirmation email. If submitting a login request outside of normal business hours, please expect this confirmation email by noon the next business day.



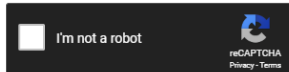
- Using you're the username and password you set in Step 3, log in and press the "Log In" button to access the form.

Log In

Username or Email Address

Password

Remember Me



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







- Once you are logged in, you will see the Festival Directory event submission form. Fill out the form areas as directed.

Submit an Event

Add New Event

EVENT TITLE: *(required)*

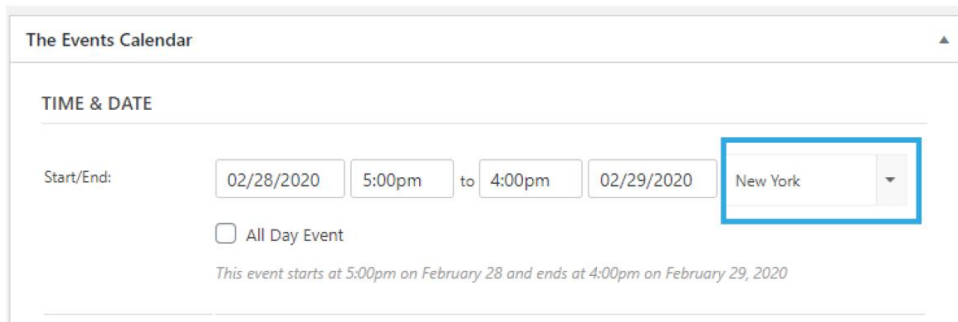
EVENT DESCRIPTION: *(required)*

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EVENT TIME & DATE

SPECIAL NOTES

- When setting the event time, be sure to select “Time Zone: America/New York” as the time zone.



The Events Calendar

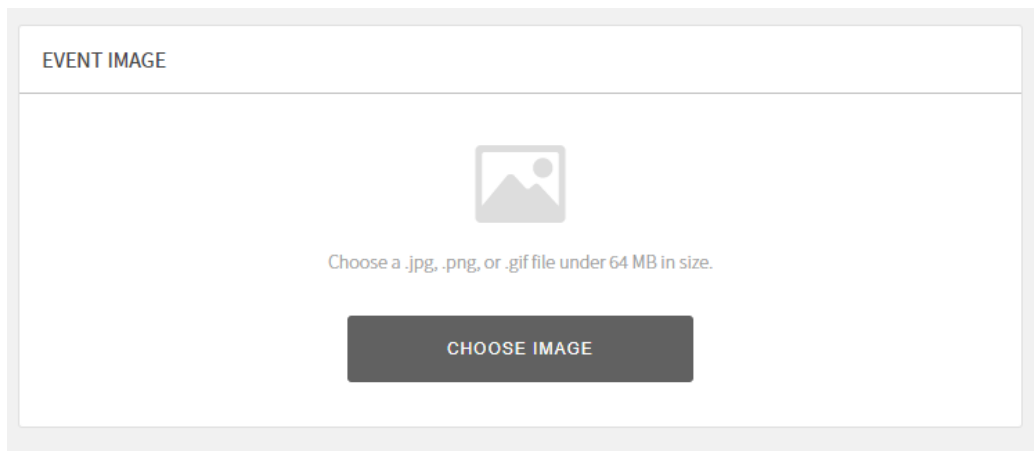
TIME & DATE

Start/End: to


All Day Event

This event starts at 5:00pm on February 28 and ends at 4:00pm on February 29, 2020

- Event image: Please upload an image to accompany your event listing.



EVENT IMAGE



Choose a .jpg, .png, or .gif file under 64 MB in size.



- **Categories:** Be sure to select your appropriate county under "Categories." You may also choose other categories that describe your event and the types of artistic disciplines it features.

EVENT CATEGORIES

County

- Adams County
- Allen County
- Ashland County**
- Ashtabula County
- Athens County
- Auglaize County
- Belmont County
- Brown County
- Butler County

- **Venue:** Enter your event venue where directed by starting to type the venue name. If your venue was listed in the 2019 Ohio Arts Council Festival Directory, it might be pre-loaded in the system. If you find the venue you are looking for, simply click it when it appears in the list.

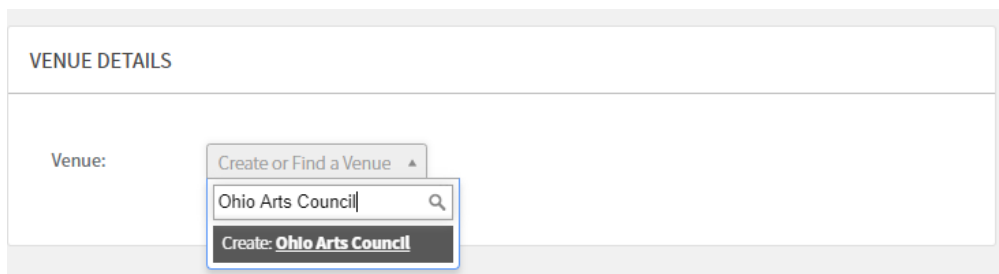
VENUE DETAILS

Venue: Create or Find a Venue

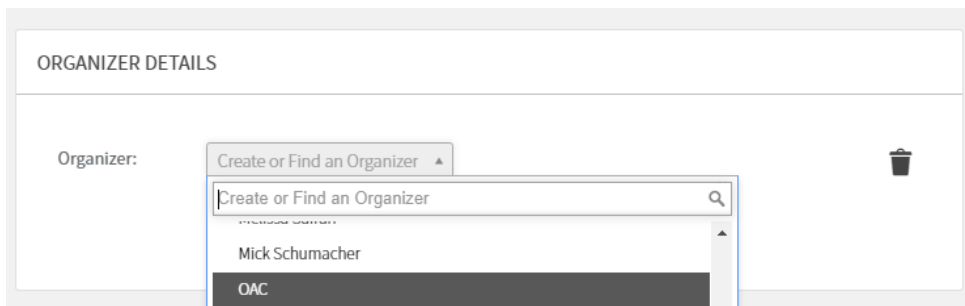
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- Create: **Col**
- My Venues
- Columbus Athenaeum
- Available Venues
- Tremont, Jefferson, Professor, & College Avenues**
- Zane State College

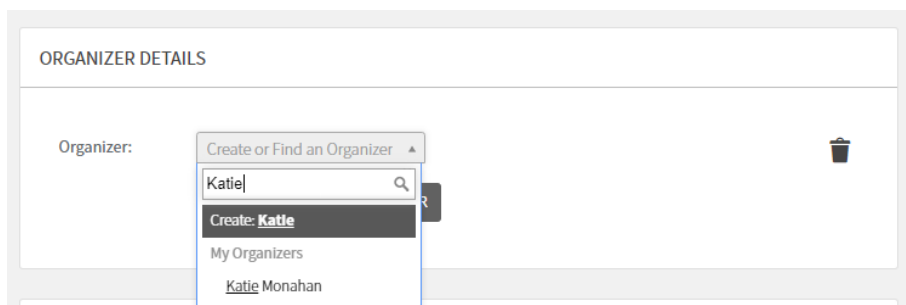
If your venue is not listed, type out its name and click "Create." Then fill out the venue information in the boxes that appear.



- **Organizer Details:** Similar to the venue field, enter your organizer information where directed by starting to type the organizer's name. If your organization or event coordinator was listed in the 2019 Ohio Arts Council Festival Directory, this information might be pre-loaded in the system. If you find the organizer you are looking for, simply click the name when it appears in the list.



If your organizer is not listed, type out the name and click "Create." Then fill out the organizer information in the boxes that appear.





7. When you have completed all applicable fields, click "Submit Event" at the bottom of the form.

EVENT COST

Cost:

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

SUBMIT EVENT

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