

A "How To" Guide on Posting Content to Now Playing Utah's Calendar and Directory Website for Spike150

CREATING AN ACCOUNT AND LOGGING IN

- 1) Go to: www.nowplayingutah.com. This is the home for Utah's event calendar/arts guide.
- 2) Click "Register" at the top of the page in the right-hand corner to create your new User account. Please note that we do not accept email addresses as usernames.
- 3) Once you have registered/created your account you will then be taken to a "success" page. From there you can click on the link provided or click "Login" in the top right corner of the page to access your new account.
- 4) Once logged in you'll be on the main account dashboard. From there you will see several options on the left-hand navigation column, including Events, Organization, and Venue.
 - If you are an arts or cultural organization, then you should select "Organization" to add your profile to the Organization Directory. If your organization already exists on the site, please email us at npusupport@nowplayingutah.com so we can associate your new user account to the existing org profile. Multiple users may be associated with an organization.
 - If you are an individual artist (visual, performing, literary, film, etc.), then you should select "Artist" to add your profile to the Artist Directory.
 - If you also manage a venue where events take place, then you can also select "Venue" to add that profile to the Venue Directory.

SUBMITTING YOUR PROFILE FORM

Once you have completed and saved your Organization, Artist or Venue profile form it will then be submitted to our administrative panel for review and approval. Once your profile has been approved by the site's content management team it will show up to the public in the appropriate directory and search result pages. You can come back at any time to add/edit/remove information from your profile form by logging in and re-saving your changes.

ADDING PHOTOS

You will be prompted to upload a 'primary' image and also have the opportunity to add additional gallery images.

- All images MUST be at least 400 x 400 pixels and .jpg, .png, or .jpeg format only.
- Each image should not exceed a file size of 1.46 megabyte (mb).

- Image file names must NOT contain spaces between words, question marks, exclamation points, apostrophes, quotation marks, or most other symbols (hyphens and underscore marks are OK).
- Our system automatically rejects images with bad file names.

After uploading a primary image, you can now click on the Gallery link and begin uploading additional images. These gallery images will display as thumbnails near the bottom of your organization profile page.

POSTING EVENTS:

You can post an unlimited number of events to your account. Go to the Submit Event link in the upper right-hand corner of the website.

- 1) Click “Create New Event” and enter your event details: Title, Summary Paragraph and/or Description, and Event Website. Please **do not** use ALL CAPS in your titles or listings – thank you! Also – a title is not the place for a description – keep your titles short and sweet. You can give more info in your description and add promo copy to the Summary field.
- 2) Select the presenting organization and venue from drop-down menus. You can also add “secondary” organizations if the event is being co-presented with another group.
- 3) When selecting the event category, you may choose multiple categories as long as they are applicable to your event. **BE SURE TO SELECT THE “GOLDEN SPIKE 150” SUB-CATEGORY UNDER FESTIVALS AND EVENTS AS A SECONDARY CATEGORY.**

Add more category types ⬆

<input type="checkbox"/> Art	<input type="checkbox"/> Holiday
<input type="checkbox"/> Arts & Cultural Fundraisers	<input type="checkbox"/> Museums
<input type="checkbox"/> Classes & Workshops	<input type="checkbox"/> Music
<input type="checkbox"/> Dance	<input type="checkbox"/> Spoken & Written Word
<input type="checkbox"/> Family	<input type="checkbox"/> Poetry & Literature
<input type="checkbox"/> Festivals & Special Events	<input type="checkbox"/> Storytelling
<input type="checkbox"/> Festivals	<input type="checkbox"/> Sports & Outdoors
<input checked="" type="checkbox"/> Golden Spike 150	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Special Events	<input type="checkbox"/> Sports
<input type="checkbox"/> Film	<input type="checkbox"/> Theatre
<input type="checkbox"/> Food & Drink	
<input type="checkbox"/> Free	
<input type="checkbox"/> History & Heritage	

- 4) Add any ticket/admission/registration information. If your event is free, please add “Free Admission” to the text box and select the Free category as a secondary category as well. Add contact information for people who have questions about admission.
- 5) Images: Event postings should include at least one photo or graphic. You can also include additional gallery images and videos (YouTube or Vimeo). All images MUST be at least 400 x 400 pixels and .jpg, .png, or .jpeg format only.
- 6) After proceeding to Step 2, provide the individual date(s) and then start/end time info for your event.
- 7) Under Step 3, you have the opportunity to preview your event listing. When it’s ready, click Submit Listing. Your submitted events will be reviewed by our content editors. Once approved and published, they will be uploaded to our website for public viewing.

You can log back in to edit your published listings if you need to add/edit/delete any information from the listing, including adding additional images and video.

QUESTIONS? COMMENTS?

For questions or comments, please contact: npusupport@nowplayingutah.com