EVENT SUBMISSION GUIDE

A Visual Guide to Submitting Your Events to NowPlayingNashville.com

BROUGHT TO YOU BY

MADE POSSIBLE BY

REGIONAL PARTNERS
Having an account is **REQUIRED** in order to submit events.

**Don’t have an account?**

- **REGISTER** in the top right-hand corner.
- Enter required info, including user name and password.
Have an account?

If logged in, choose **MY ACCOUNT** to get to dashboard.

- Or -

If not logged in, **Click LOGIN** or **SUBMIT EVENT**.
Welcome to the Login User Dashboard.
Edit your event listings, organization and venue pages.

Welcome to your dashboard jessica!

You can manage your individual artist profile, organization or venue/business profile, post and edit events, bookmark your favorite listings, and more. To return to your dashboard at any time, click “My Account” in the upper right corner.

If this is your first time submitting an event, you will need to create an organization or venue profile, or if you are an artist, you will need to create an artist profile. You can do all of that using the links in the tool bar to the left. NOTE: Be sure to check to make sure your organization or business profile is not listed before submitting a new one.

For step-by-step instructions when submitting events, please refer to our online Submission Guide.

Please be sure to read the Submission Guidelines in each section first. Happy sharing!

CREATE NEW EVENT

Under the “Events” tab, you can submit a new event, edit an event*, or copy an event. You can even edit or copy past events (great for annual events where the date changes each year)

*Edits to existing events will return those events our pending area to be approved.
Submitting a New Event

Under the EVENTS tab, you can:

- Submit a New Event
- Edit or Copy a Current/Upcoming Event
- Copy Past Events

Any events connected to your org or venue will show up in past events, even if you personally didn’t submit them.

Let’s SUBMIT A NEW EVENT
Submission Guidelines

SUBMISSION GUIDELINES:

Location: Events must take place in the Middle Tennessee area.

Lead Time: We request that events be submitted at least 2 - 4 weeks prior to the event’s start date. If we receive your event info less than 2 weeks in advance, we cannot guarantee that your event will be posted.

Approval Process: Event submissions take 2 - 4 weeks to be reviewed and displayed on the website. We typically approve events on a weekly basis; however, we do experience backlog when there is a high submission frequency.

Public and Private Events: Both public and private/invitation-only events will be accepted. For the latter, please indicate that the event is private/invitation-only in the event description field.

Events Images: In order for your event to be considered for featuring, we must have an professional-quality promotional image to display with your listing. A single image may be uploaded along with your event listing. Images must be in JPG or PNG format ONLY and no larger than 1 megabyte with a required minimum of 400 x 400 pixels to display. Depending on the size of your image and connection speed to the Internet, the upload process may take up to several minutes - please be patient. Once received, your image will be formatted for display.

NowPlayingNashville.com reserves the right to edit graphic images and submissions for grammar, style, and accuracy, as well as remove any listings that we believe are not suitable for the site. Please contact us directly with any questions.
Enter –

• **Event Name**
• **Summary** (will show up in **bold** at start of listing. Perfect for 1-2 sentence blurb)
• **Description**
• **Event Website**

Select –

• **Presenting Organization.** If you have an Org connected to your account, it will automatically populate as the Presenting Organization.
• You can also select a different Organization, **ADD NEW ORGANIZATION**, or **ADD CO-PRESENTER**
Select –

- **Primary Category Type** that best applies to the event.

- **Add More Category Types** in drop down when applicable.

- For secondary categories, please check any additional categories that apply to your event (i.e. under Arts, you can select Film, Literary, and/or Museums + Galleries).
Add Tags –

- Make your listing more searchable by including your county and neighborhood!

Enter Admission Details –

- Ticket/Admission Price*
- Ticket / Information Phone Number
- Ticket Website URL
- Ticket / Information email

*If the event Free/No Cover, type “FREE Admission”

Choose Registered Venue –

- If you are associated with a venue it will be auto-populated.
- If venue does not exist, click the ADD NEW VENUE button
Upload an Image –

- Images must be **no less than 400x400 pixels** and no bigger than 1.5 MB.

- Include a video URL if you have one in the Video tab.

- Enter **your contact information**. It should automatically populate with your name and e-mail address from your account. You can always change the contact information when applicable.

Click **Next 2 Arrow** to enter dates and times
Select Dates and Times for the Events

- Use calendar feature for dates, then select the “days of the week” with the appropriate check box.
- Add **specific start and end times.** For multiple date events, you can either select one time to apply to all, or click on the individual dates to make different start times.
- **Click Next 3 Arrow** to review your event listing.
Submit Your Listing –

Preview your submission and click **Submit Listing** if you’re happy with how everything looks.

*We request that events be submitted at least two to four weeks prior to the event's start date. If we receive your event info less than two weeks in advance, we cannot guarantee that your event will be posted. If it’s a pressing event, feel free to let us know!*
Creating and Updating Organization and Venue Pages

If you’re not sure if your organization is listed on the site, search for it in the keyword section of the site. If the organization is on the site and you are not connected to it, notify us at support@nowplayingnashville.com.

If it is not, submit it on the ORGANIZATION page in the User Dashboard. Then contact us to connect it to you.

VENUES can be added during the event submission process, but can also be added and updated as part of your dashboard.
Add a New Organization

Under the “PROFILE” tab, you can add and update your organization, agency, or business to our directory.

- Fill in all required fields (*)
- Add additional information: **Website, Blog and Social Media Links**.
- Select the Organization Type that most closely applies to your Organization.
- **SUBMIT RECORD** at the bottom of the page.*

*All submissions will be reviewed and approved.
Add media

You can add a primary photo file, video and/or audio url. We highly recommend at least submitting a primary image/logo.

Images

All images must be .jpg, .png, .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.

PRIMARY IMAGE | GALLERY

UPLOAD IMAGE

SUBMIT PHOTO
Add a New Venue

- Fill in all required fields (*)
- Add additional information (Website, Blog and Social Media Links)
- Select the **Venue Type** and **Accessibility Information** where it applies.
- **UPDATE PROFILE** at the bottom of the page.*

*All submissions will be reviewed and approved.
Add media

You can add a primary photo file, video and/or audio url. We highly recommend at least submitting a primary image/logo.
As an account holder, keep track of events you are interested in by using the new Bookmarks tool. Bookmarks will be under **MY LIST > ACCOUNT** tab. You can also use **ACCOUNT INFO** to edit information including your username, e-mail address, and password.
Thank you for joining us!

If you run into problems or have questions regarding your event submission, please contact support at support@nowplayingnashville.com