Central New York Arts & Entertainment Calendar

powered by CNY ARTS

Welcome to the Central New York Arts & Entertainment website at cnyarts.org, which includes an events calendar and directory.

The CNY Arts Directory provides information about regional artists, venues and organizations in a simple to use, highly searchable online directory. Once you are registered, you can list your events and programs at the gotoCNYarts.org regional events calendar.

(Skip to Page 3 if you already have an active user profile and are ready to submit your events!)

Getting Registered

Visit http://weare.cnyarts.org/directory/create-a-profile/.org.
Go to the directory tab (the GREEN tab on the navigation bar) and select *Create A Profile* or click the *Register Today* button in the lower left of the homepage.

Follow the prompts to select your county, and select your profile type (Artist or Organization/Venue)

Upload your image

Please submit a photo or logo that represents your organization. The image dimensions must be 250x250 px. Your image must be a .jpg, .png, or .gif

Select your category/tags

Category - Choose one or two categories that best describe your work/organization.
Tags – Here you can be more specific and can include keywords that best describe your work/organization.

Contact Information

Email Address – by checking the box, your email will be visible to the public.
Do not check the box if you want your email to remain private.
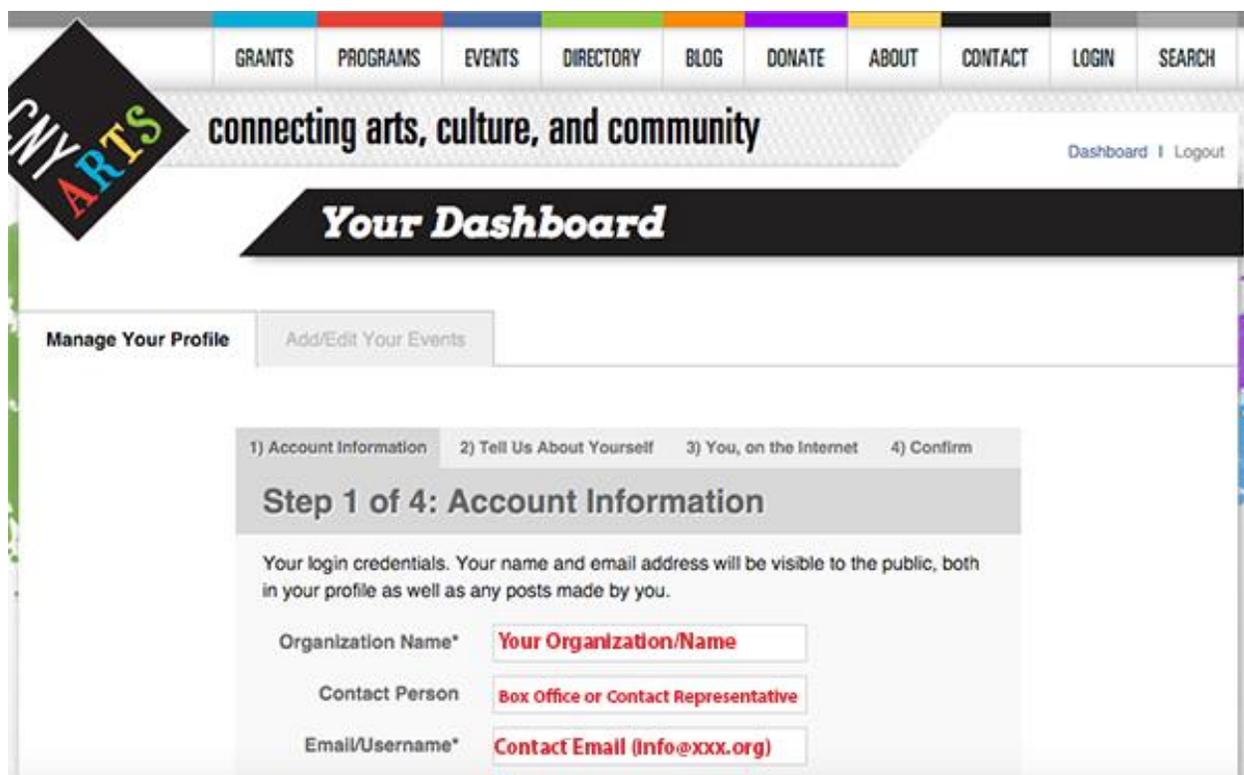
Web/Social Media Links

Copy and paste your website and any social media sites you have on this tab.

Confirm

Make sure that you have a green X on all your tabs.
If you see a red X on any of your Profile tabs, you forgot a required field or the information you provided is invalid.

Once you have registered, your profile will be reviewed by a CNY Arts administrator. We make every effort to review your account within 24 hours of your registration.

Your Dashboard is your *command center* where you can edit your profile at any time and submit events to the calendar.

Submitting Events

You can now start adding your events to the calendar by clicking on the **Add/Edit your events**.

Only events that take place within the following counties will be listed on the calendar: Onondaga, Oswego, Cortland, Madison, Herkimer, Oneida and Cayuga.

We will make every effort to approve your events within 48 hours.

Required Information

Events Submission Form

Required fields are indicated by an *. However, you should provide as much information as possible for visitors. Below are instructions and suggestions for filling out fields in the event form.

Description: Include a description of your event. You can link to other web pages in your description as well. For example, you can link to the webpage of an artist you're featuring.

Venue: Each event is tied to a venue in the drop down menu. If you do not see your venue listed **scroll to the end of the list and select "Add a New Venue."** Complete the address fields. Your venue will be listed once your submission is approved.

Primary and Additional Categories: You can only assign one major category to your event. However, you can choose as many additional categories from the drop down menu. If you want to include a secondary category that is not listed, send email to communications@cnyarts.org with subject "New Category Request."

Submitted Name/Email : Please enter your name (not your organization's name) and your email. This information is not visible to the public. If we have questions about your event, we'll contact you.

Cost: Enter price or Free. If your event has various ticket prices, please enter it as a range, for example $12 - $22.

Ticket Link: Include a link for online ticket purchasing, if applicable.

Event Images: Your listing looks much better with an image associated with your event. This can be a unique image for each event or your organizational logo.

Main Image: 200x200 pixels

Your Events Images must be a **.jpg, .png, or .gif** file. If you do not have an image, choose one of the image options listed.

Contact Name/Phone/Email: Enter event contact information (i.e. Box Office)
Please use the following format when entering phone number: **315-123-1234**.

Website : Enter the link to a specific webpage about your event, if applicable. Or enter the link your organizational website.

Facebook/Twitter: Include an event specific Facebook page or event specific Twitter account. Or you can include your organizational/artist Facebook page or Twitter account.

Copy and paste your social media links or use the following format:
Facebook: www.facebook.com/name
Twitter: twitter.com/name (*do not use @username*)

Exception Date: You can select dates for days that your event/venue is not open. (Example: Your show runs August 1-27, but your theatre is closed on August 5 and 12. Select these two dates to hide your event from the calendar for those days only)

Multiple Times: If your event has multiple times, check the box and include them in the text box.
Example: Saturday, March 16 @ 2pm & 8pm
              Sunday, March 17 @ 2pm
              Friday, March 22 @ 8pm

Start Time/End Time: You must enter a numerical value for each field: _ _:_ _ A/P M.
Example: 08:00 PM or 12:00 PM.

Event Approvals

Events must be approved before they will be visible to the public. This process may take up to 48 Hours.

If your event is missing information, we may contact you directly or temporarily reject your event.

You can always make changes to an event from your dashboard, but any changes will have to be reapproved before they will be visible to the public.

Questions?

Please feel free to email communications@cnyarts.org or call 315-435-2155 with any questions or problems!