

Instructions for events calendar

Step one

Go to the web page <http://events.artscouncil.ie/submitevent.php> Ring your Head of Team or the Public Affairs department on (01) 618-0200 to get your username and password

Step two

Put in the details as required (Name, contact detail, short description, category, county and venue).

Submit Event - Microsoft Internet Explorer provided by The Arts Council

http://events.artscouncil.ie/submitevent.php

File Edit View Favorites Tools Help

Submit Event

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Add New Event - Cuir isteach imeacht nua

Your Name:

Email or Phone:

Short Description
Cur síos gairid:

Category:

County:

Venue:

Details
Sonraí:

Path:

Set Time: Start Time: : : End Time: : :

Start Date: Spans: Day(s)

Start Date:

Spans: Day(s)

Save Event - Sábáil Imeacht Cancel - Cealaigh Reset Form

Done

start Media Calendar - ... RE: FW: What's o... CORPORATE IDEN... Draft:Instructions... Submit Event - Mi... 10:27

Please note:

- In the **venue** box, please put in the full address
Example: The Arts Council, 70 Merrion Square, Dublin 2.
- If you wish to copy and paste something from a website or a Word document, you must transfer it into Notepad or another text-only programme, then copy and paste it into the calendar.
- Please enter **each event** separately. If you have a series of events, for example in a festival, please enter each event in the programme.
- If an event occurs on consecutive day(s) and starts at the same time, then you need only fill out the form once, choosing how many days the event is on using

the **spans** button. If an event is on non-consecutive days or at a different time, you **must** enter in each performance as a separate event.

Step three

In the **details** box, please keep information as succinct and clear as possible, this section is limited to **150 words**.

Please Note:

- Please make sure to include a web address, and/or contact details at the end of this section.

Example: For more info and tickets, go to <http://www.artscouncil.ie>

Step four

Click the set time button and put in the **time** your event starts and (approximately) ends. It is a twelve hour clock so please ensure that you change to pm or am accordingly.

Step five

Enter the date of the event. If the event runs for more than one day, choose the number of days the event spans. For example, if you have a performance that runs from Saturday to the following Friday it spans seven days.

Step six

Click on save event. The event will go to Arts Council staff for approval.