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Submit Programming

Profile and Venue Information | Event Information

You must enter profile information before creating an event.

Short introductory text. Many fields are optional. Fields marked with \* are mandatory.

Save Draft Preview Publish

1. Organization or Artist Details

Organization or Artist Name\*

Abbreviated Name (optional)

Description (optional)

Website (optional)

Phone number (optional)

Email (optional)

Social media links (optional)

Facebook

Twitter

Instagram

LinkedIn

Categories and Filters (Must select at least one category)\*

Type: Action Art Camps Class, Conference, Exhibition, Festival, Film/Video, Live Performance, Reading, Service, Studio or Private Instruction, Walk Workshop

Specialty: Animation, Audio, Ballet, Ballroom, Blues, Burlesque, Cabaret, Chamber, Choral, Circus, Classical, Comedy, Country, Craft, Design, Documentary, Drag, Drawing, Electronic, Family, Fashion, Folk, Hip-Hop, Immersive, Improv, Installation, Interactive, Jazz, Magic, Modern, Musical Theater, Multi-media, Opera, Orchestra, Painting, Performance Art, Photography, Physical Theater, Play, Poetry, Pop, Puppetry, Rock, Sculpture, Social Dance, Spoken Word, Storytelling, Tap, Variety, World Music

Diversity Focus: African, Arab American, Cultural, Feminist, Latinx, South American, African American, Asian, Heritage, International, Islamic, LGBTQ+, Arab, Caribbean, Christian, European, Jewish, Native American

2. Ticket/Entrance Cost

Free

If you want ticket cost or entrance fees information to appear on your profile page, enter it here.

Cost Description (optional)

Additional Cost Description (optional)

+ Add Cost Description

3. 4A Member Benefit Or Discount

Would you like to offer a benefit or discount to 4A members?\*

Yes, Discount varies based on events, Briefly describe ongoing benefit or discount

4. Profile Logo and Image

Profile Logo (optional)

Profile Main Image (optional)

Additional Media (optional)

5. Venue Location

Enter information about your permanent venue(s) which are open to public.

Venue Name (optional)

Address (optional)

Venue Description (optional)

Hours (optional)

Website (optional)

Phone number (optional)

Email (optional)

How to get there (optional)

Accessibility (optional)

Venue Image (optional)

Additional Media (optional)

+ Add another venue

Almost done...

Save Draft Preview Publish

Notes:

Page 1: Profile and Venue Information

Partners must enter profile information before publishing an event. Sign up process leads to Profile page and then to Create event.

1. Saves a draft of profile in system, which user can access again and continue later.

2. Draws a preview of what user's profile page would look like on the front end and gives opportunity for user to adjust.

3. Publishes user profile live on website.

4. Tooltip icon triggers static text tooltips with further explanations and instruction for fields. They are scattered throughout these pages.

5. Organization name requirements.

6. Static text - abbreviated name can be input. Abbreviated name requirements: please set character limit, error states, etc.

7. Drupal WYSIWYG form.

8. Website link requirements, character limit, error states, etc.

9. Phone number input requirements.

10. Email requirements, error states, etc.

11. Social media links requirements, error states, etc.

12. Click selects and adds mandatory category to Partner profile page. Error state. For most updated list of categories and filters please reference PDF Taxonomy 6-19-19 in Drive.

Add check boxes to design of Type, Specialty, Diversity Focus for consistency and ease of use.

13. Click selects type, specialty, diversity focus selection. Error state and requirements.

14. If Free is selected, hide the other cost fields below.

15. Text input field. Requirements, error state.

16. If you want ticket cost or entrance fees information to appear -> Click opens an additional text input field below.

17. Selecting check boxes and entries adds specified data to front end.

18. Triggers media library overlay which allows users to upload a logo image. See page 3 for sequence and instructions.

18.1 Tooltip copy: "Please include caption for accessibility purposes."

19. Triggers media library overlay. This is only for selecting images.

20. Opens Media Library.

21. Venue Name and address requirements, character limit, etc. If a venue address is entered these additional fields below appear.

22. Working hours, website, email, phone contact text input requirements and error states.

23. Opens input fields for adding another additional venue.