



WELCOME TO IthacaEvents.com

IthacaEvents.com collects, manages and disseminates information about arts and cultural events in Tompkins County. It is heavily accessed by tourists, residents and tourism related local businesses.

The site was developed by the Convention & Visitors Bureau of Tompkins County and the Community Arts Partnership of Tompkins County (the County arts council) and is now administered by the Ticket Center at Clinton House, a service of the Community Arts Partnership.

The site is primarily for events of interest to tourists and locals alike.

Activities that are only of interest to residents are not appropriate, nor are events that are not of an arts and cultural nature. Examples of events that are not appropriate are events that are for members only or are oriented towards a narrowly defined community, i.e. association picnics, club activities, auditions, commercial events. On-going classes of a progressing nature for which pre-registration is required or where enrollment is limited are also not appropriate.

Event Producers are responsible for entering their own information on the site.

We hope that Event Producers enter their events as far into the future as they can as tourists often plan trips very far in advance.

SELLING TICKETS ON IthacaEvents.com

Your patrons can buy tickets to your events directly from IthacaEvents.com if you are selling those tickets at the Ticket Center at Clinton House.

If you would like to sell tickets at the Ticket Center, you must make arrangements with the Ticket Center (see contact info below), while we encourage a week's notice before wishing to sell tickets and list an event on Ithacaevents.com, it is possible to do it on short notice.

FOR ASSISTANCE

with the site, contact **Jennifer Brown**, Director of Ticketing Services at jen@artspartner.org or 273-5072, ext. 3

with regard to the Ticket Center or selling tickets on-line, contact Jennifer Brown,
Director of Ticketing Services at jen@artspartner.org at 273-5072 ext. 3 or 273-4497.

HOW TO ENTER EVENTS ON IthacaEvents.com

REGISTER AND LOGIN

If you are an event producer and have never used the site, you must go to **“Register To Enter Events”** and fill out a registration form. You’ll receive a confirmation e-mail within one business day.

PLEASE write down the user name and password that you create.

Pass them on to your replacement!

If your website is entered correctly on your registration form (with URL) **your Website will show up as a link in all your events.** You don’t have to type it in each time you enter an event.

After your registration confirmation e-mail, you can always go directly to **“Event Producer Login”**

Please remember to **“Logout”** whenever you are ready to leave the site. (If you don’t log out, you sometimes stay logged in even if you exit the internet and turn off your computer!)

YOUR CONTACT INFORMATION

A pop-up appears when you log in asking if your contact information is correct. If it isn’t, check “no” and you are taken to your registration page. Please check it occasionally. If the contact information is not up to date, all e-mails (event confirmations, questions, etc.) will go to the person currently registered (which may not be you!).

If your website address is not on or is incorrect on your registration form, it will appear incorrectly for every event you enter.

YOUR PRODUCER HOME PAGE

“YOUR EVENTS”

Events Currently on the Site. You can open your active events from here and make changes anytime. You can also **Delete Events** by opening the event and finding the delete button at the bottom of the page.

Events in Queue are events that you have submitted but haven't yet been looked at and sent to the site by the administrator. This should take one business day.

Events under Review are those the administrator had a question about. If you did not get an e-mail about an event under review (which could happen if your contact info is not up to date), contact programs@artspartner.org (Robin Schwartz).

“EVENT PROFILE”

In this section, you can create a profile for type of event your organization presents.

Then, when you enter an event, you can select one of your profiles and most of the event fields will fill in automatically. The profiles save a great deal of time when entering events, especially if your organization has many events.

Here is an example. The Ithaca Community Chorus frequently performs at The First Presbyterian Church. They can create a profile and call it “Presbyterian”. In that profile, they can fill in phone numbers to call for information, the name and address of the church, directions and various specifics that are consistent with their events. Their profile is always there. Then, when they need to enter a specific event at the church, they can select the “Presbyterian” profile and 90% of the event form will fill itself in. They only have to fill in the name, date and time of the event.

“ADD NEW EVENTS”

When you **“Add New Event”** you are first asked to **“Select Event Type”**.

1. A single event is a one-time event taking place on a single day.

2. A repeating event is one event with more than one repetition. Examples: one play with multiple performances or one concert with multiple performances.

When entering repeating events, you are asked **how many performances** you will have. The form you get has that exact number of lines to fill in for each of your performances, so it is important that you know exactly how many repetitions of your event there are before you start.

Having said that, if you need to **add more performances**, you can do so once the event has been approved and on the site. Go to your Producer Homepage and open the event. Down at the bottom of the page, in the text above the Performance Schedule, you will see "...click here".

3. A gallery event is only for gallery shows and museum exhibits.

In the gallery event form, you can enter an event that spans a long period of time and enter the days of the week that your facility is open or closed.

If you have an **opening reception** you would like to feature, we suggest entering it as a separate "single" event.

4. A periodic event is events that happen periodically, i.e. once a week, once a month. An example is a dance held every Friday night, or every first Sunday of the month.

IF YOUR EVENT DOESN'T FIT IN THE ABOVE CATEGORIES

Sometimes an event doesn't fit perfectly into the above categories.

For example, **a Series of Events** where each performance is different can be entered in two different ways, depending on the scope of the event.

Examples of a series of events might be a concert series or a play festival where each performance is different, or an event spanning a few days like the Ithaca Festival.

If this is the case for you, contact the administrator for specific advice on how to enter your event.

**REMEMBER TO LOGOUT
when you are done.**

THANK YOU!