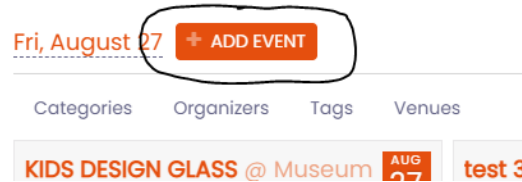# Step-by-Step Directions for Adding Events to the Tacoma Arts Month Events Calendar

- Go to tacomaartsmonth.org/events and click on the 'Add Event' button directly above the calendar
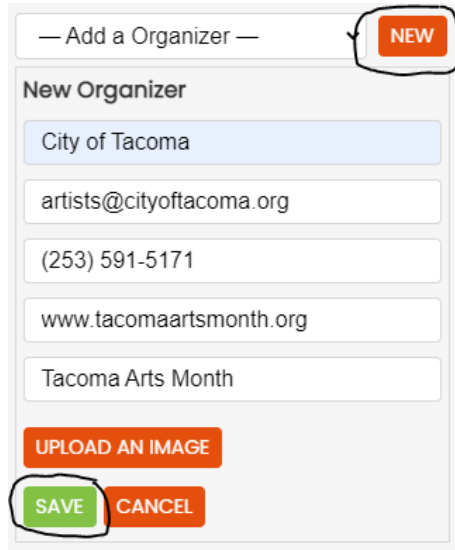
- A pop-up window will appear, prompting you to sign in to the calendar app, Timely. You will need to create a Timely account (email and password) if you don't already have one.
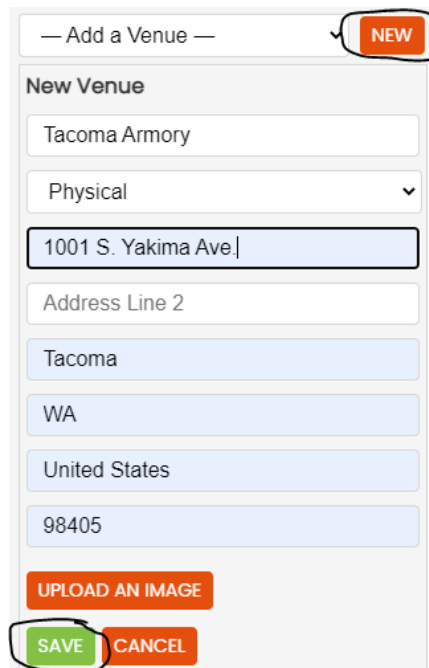
- Once you have signed up for an account and signed in, another window will appear. Here you will see fields to fill in with information about your event. The fields marked with a yellow star in the image below are the fields you will want to fill in so that the public will have all the information they need for your event.

- Add your Event Title, date (select "Add Recurrence" if your event happens on multiple days), and time
- Add one or more Categories – choosing categories will help the public filter through the events. You may select only one category at a time, but after adding the first category you may select additional categories.
- Add one or more Tags – choosing tags will help the public filter through the events. You may select only one tag at a time, but after adding the first tag you may select additional tags.
- Select your organization under "Add an Organizer" – if your organization is not listed in the drop-down menu, click on the "New" button, fill in your organization's information, and then click "Save"
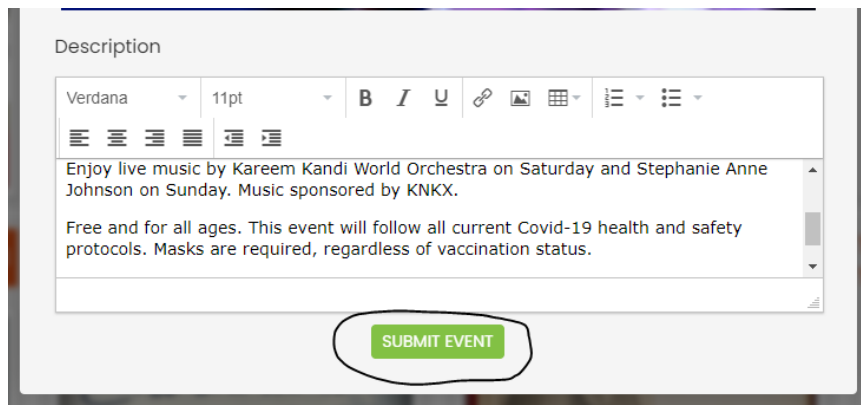

- Select your venue under "Add a Venue" – if your venue us not listed in the drop-down menu, click on the "New" button, fill in your venue information, and then click "Save"

- Upload an image – Click on the "Upload an Image" button, select the image you would like to use, and the click "Upload". Please be sure your image is either a .jpg or .png file type, a minimum width of 720 px, and at least 72 dpi.
- Write a brief description of your event including cost. If the event happens online, please include the URL where people can access the event.

- Click "Submit Event"

- A confirmation window will pop up.
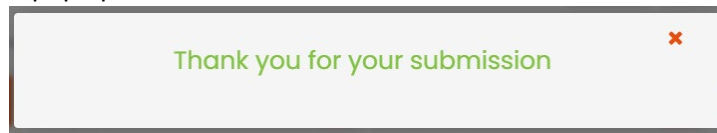
- After you submit your event, staff will review the information and the event will appear on the events calendar within 1 – 2 business days.

If you have any questions, please contact Daniel Garcia at (253) 830-6763 or dgarcia2@cityoftacoma.org