



austin creative alliance

SUBMIT AN EVENT TO NOWPLAYINGAUSTIN.COM

Contact: Heather Barfield heather@austincreativealliance.org or call 512.247.2531

BE SEEN ON NowPlayingAustin.com, Austin's portal for arts, culture, music and fun and is part of a national network of arts and entertainment sites – including Nashville, Memphis, Boston, Houston, and dozens more.

Have You:

- Posted Your Upcoming Events?
- Updated or added your own Organization or Venue Listing?
- Asked your audience to write a review about your show, exhibit, or event?
- Posted classifieds for auditions, call to artists, jobs or calls for volunteers?
- Used AusTIX to sell your Tickets?

If you've answered 'No' to any of the above, you need to ask yourself

WHY NOT?

YOU CAN LIST YOUR EVENTS YOURSELF!

NowPlayingAustin.com has a great content management system behind it, which lets YOU enter your listings yourself. Submissions undergo moderation before approval, so please allow a day for your information to go live. Here are some helpful tips on submitting your events, organization information, artist profiles, etc, and if you have questions, comments or concerns please **contact Heather Barfield, heather@austincreativealliance.org**

1. Go to NowPlayingAustin.com
2. Select "**Submit a Listing**" from the horizontal menu near the top of the homepage.
3. Under "**Submit a Listing**" choose "**Submit Events.**"
4. Read through the submission guidelines and click "**Next**" when you are ready to start.
5. At this point, you will begin putting in the information that will be seen on your event. The first step asks you to "**Select Your Organization.**" You can either click the drop down box to find your organization, or if your organization is not in our database click, "**My organization is not listed here.**"
 - 5a) If you click the box "**My organization is not listed here,**" make sure to also check the box "**My event is not listed here.**"
6. Click "**Next**"
7. On this page, you will fill out the details about the event. Any field marked by a red asterisks (*) must be filled in.
 - 7a) **General Information:** Please enter an event title and include any contact information so that we may contact you with any questions regarding your event. Contact info will not be available to the public.
 - 7b) **Dates & Times:** Select the day(s) your event will be taking place. Add exception dates for any specific days that the event will not be taking place. Include any additional/special info that you would like us to know or are not sure should be included.
 - 7c) **Ticketing/Admission/Registration Information:** List the prices of your tickets/

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AEA Paymaster Services, Annual Auditions, Austin Arts Minute, AustinVenueMenu.org, ATX List Cooperative, Creative Mix-Up, Fiscal Sponsorship, Frameworks E.A.S.T., NowPlayingAustin.com, – as well as critical support services for Central Texas Artists and creative organizations – are some of the many programs and services of the Austin Creative Alliance. Rev. 8/7/12



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tuition/class fees, making sure to include multiple prices for different groups (general, students, etc) if applicable. Enter "free" if the event is free and open to the public. Include ticketing phone and, if available, ticketing website and email. If you are using AusTIX as your ticketing system for full and/or discount tickets please type AusTIX in the appropriate field – ACA Staff will update listing with appropriate link. The more info you include, the easier it is for customers to access tickets.

- 7d) Event Description & Type:** Enter a description of the event. We recommend that you include the event website if available. Then, select the main category this event falls under from the drop down box. Include any secondary categories you feel necessary by checking the box next to the appropriate section.
- 7e) Organization Info:** If you already selected your organization from the drop down box in Step 5, it will be listed in the first box. If not, you can select your organization from the drop down box or, if your organization is not listed in our database, then you can enter the organization's information.
- 7f) Venue Location/Info:** Select the event's venue from the drop down database. If the venue is not listed in our database, please fill out as much information about the location as you can below the drop down box.
- 7g) Accessibility Information:** If your event offers any special accommodations, please check the boxes to the corresponding services, or include any unlisted/additional services in the text box.
- 7h) Images:** You may include one primary image which will be displayed on the event listing, and three additional images that will be added to the event's media gallery. Each image should not exceed 250 pixels in either direction (vertical or horizontal). All images must be .JPG (RGB) format only and each image should be smaller than 1 MB in size. If you would like a video to be included in the event listing, [see these guidelines](#) or email heather@austincreativealliance.org
- 7i) Verification:** enter the CAPTCHA image, which are not case sensitive.
- 8.** Hit "**Submit Record**"
- 9.** You will now be able to preview your listing as it will appear on NowPlayingAustin.com. If you would like to change anything on the event listing, please select "**Return to Edit**"
If you are satisfied with the listing, please select "**Submit Listing**"
- 10.** After you have submitted your listing, you will be directed to a page saying that your submission has been received. All events submitted are moderated by NowPlayingAustin.com, and will be reviewed and edited for content, grammar, etc. as needed. Once your event has been reviewed and approved, it will be posted onto NowPlayingAustin.com. In this final section, you may also submit another event or submit a change to your listing.

Your submission is in and will be approved within 48 hours!

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