



Event Calendar Submission Instructions

1. Visit artsfairfax.org/login/ and login with your username and password
2. Click on Events > Add New
3. Add Title & Description
4. Add Time & Date
5. Add Location and include the following:
 - a. Venue Name
 - b. Venue Address
6. Add Event Organizer (your organization)
7. Add Event Website URL
8. Add Ticket Cost
9. Scroll to the top right > Event Categories and check the boxes that best correlate with your event
 - a. **NOTE: *If your event is a camp, select "camps" only under event categories. Then, below select the categories in the Camps section that best correlate with your camp.***
10. Scroll down to set an event image > please upload a high resolution 2,000 x 1,000 pixels image.
11. Review your event and click submit