



How to Add Events to Sacramento 365

Created by:

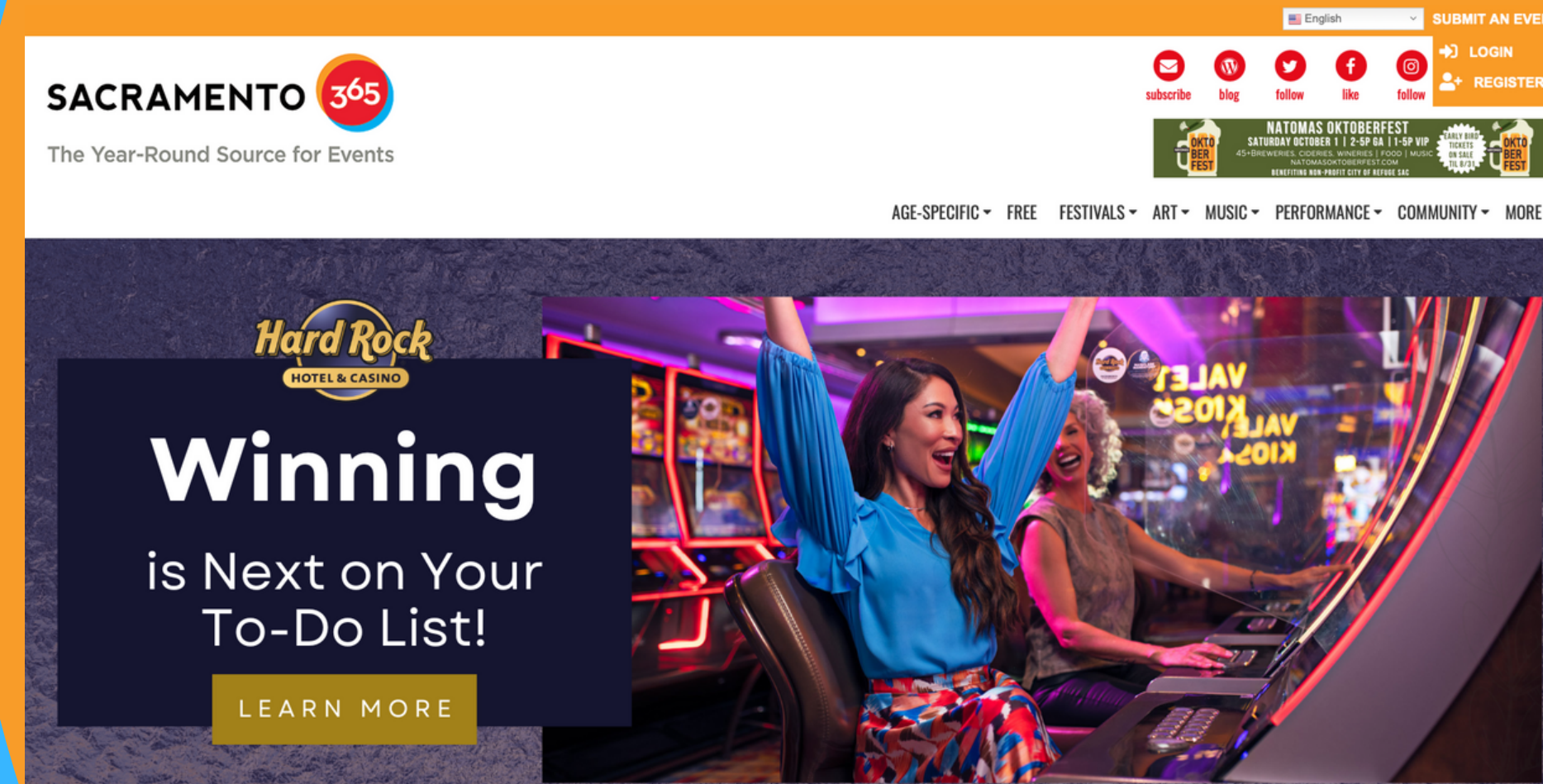


What is Sac365?

Largest online arts and entertainment resource in Sacramento.

Free platform to post business events.

A resource for events to be seen by more than 176,000 social media users, and 52,000 website viewers a month.



Create free account

Creating an account is free.

Make sure to enter a valid email.

The information you enter during the signup, may be used as the contact method for events.


[Home](#) > Register

New Account

New to [www.sacramento365.com](#) ? Don't have a login? Sign up now... It's FREE and anyone can join!

- ✓ **Bookmark** your favorite events, organizations and venues
- ✓ **Post** reviews on events
- ✓ **Create** and update your profile

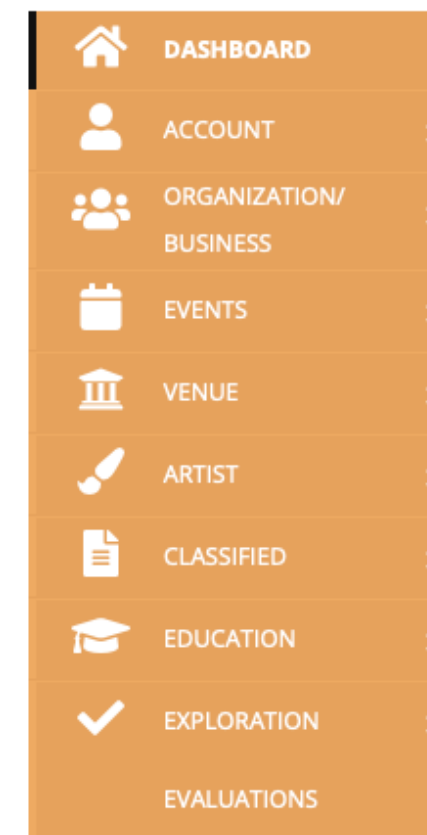
IMPORTANT! When creating your new account, you may **NOT** use an email address for your new username. Only lower case letters (a-z) and nu

First name (*)
Last name (*)
Email (*)
United States
Zip / Postal Code
Username (*)
Password (*)
Confirm password (*)
<input type="button" value="SIGN UP"/>
<input type="checkbox"/> I'm not a robot
 reCAPTCHA Privacy - Terms

Dashboard

Your dashboard is where you'll learn all the functions of successfully creating an event.

The first step is entering your organization or business information.



Welcome to your dashboard

You can manage your individual artist profile, organization or business profile, or your "Account" in the upper right corner.

If this is your first time submitting an event, you will need to create an organization or business profile. See the toolbar to the left.

Please be sure to read the [Submission Guidelines](#) in each section first. Happy sharing!

IMPORTANT: If your event has been cancelled or postponed, please keep your public informed as to the status of your event. Thank you.

[CREATE NEW EVENT](#)

If you need assistance, please contact: support@sacramento365.com

Enter Business Information

You'll want to add your organization/business to the system.

Write a description of your business, link your website and social media pages, and select the categories your organization/business falls under.

The "manage" tab will come in handy at the end.

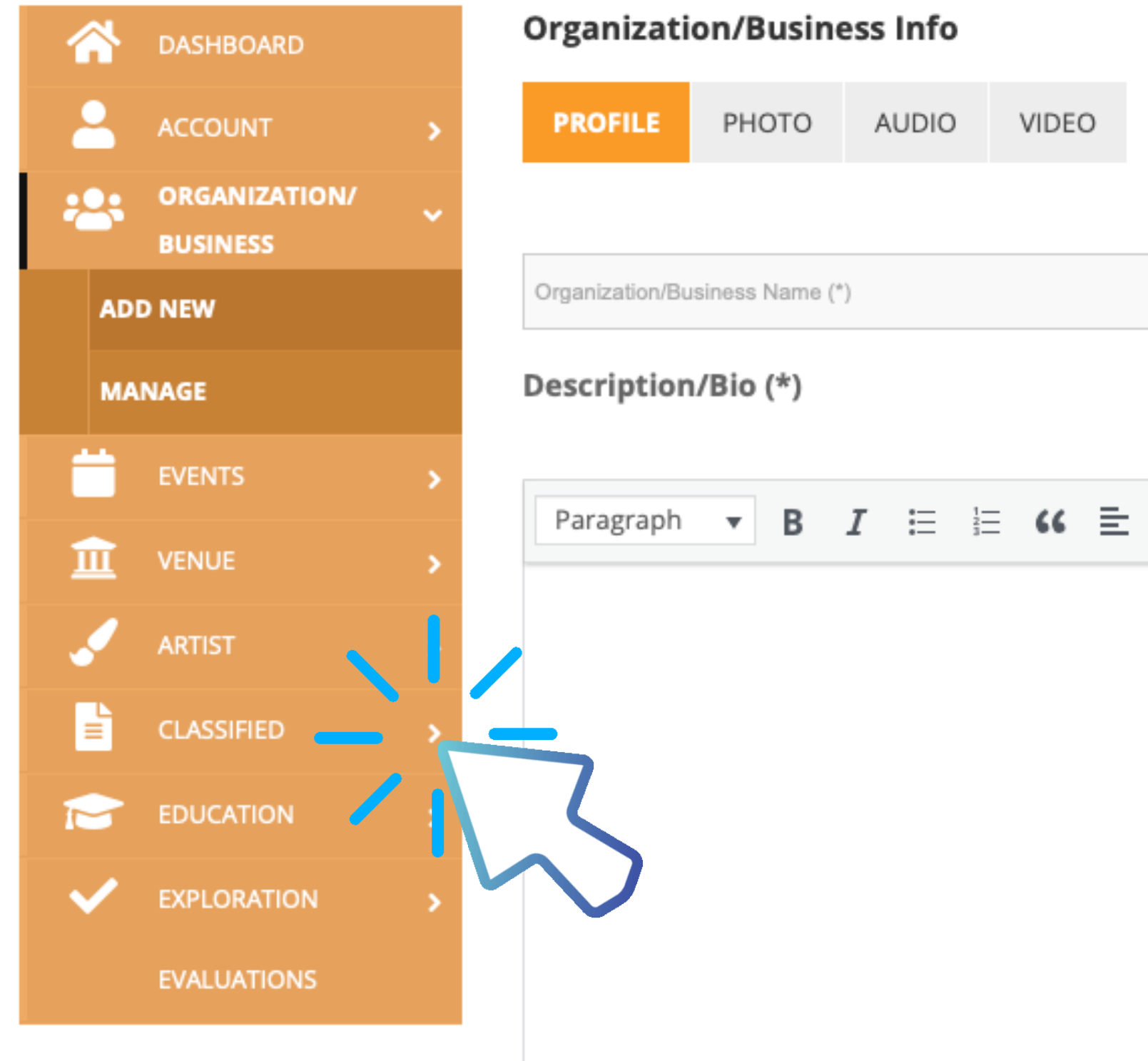
The screenshot displays a web application interface for entering business information. On the left, a sidebar menu lists various sections: DASHBOARD, ACCOUNT, ORGANIZATION/BUSINESS (highlighted with a red box), EVENTS, VENUE, ARTIST, CLASSIFIED, EDUCATION, EXPLORATION, and EVALUATIONS. The 'ORGANIZATION/BUSINESS' section is expanded, showing 'ADD NEW' and 'MANAGE' options. The main content area is titled 'Organization/Business Info' and features four tabs: PROFILE (selected), PHOTO, AUDIO, and VIDEO. Below the tabs, there is a text input field for 'Organization/Business Name (*)' and a rich text editor for 'Description/Bio (*)'. The rich text editor includes a dropdown menu set to 'Paragraph' and various formatting options like bold, italic, bulleted list, numbered list, quote, and link.

Add Routine Information

Before entering details about your event, add your common venue locations to the "venue" tab.

When you're creating events, you'll be able to select the locations from the drop down menu.

If the "artist," "classified," "education," and "exploration" tabs cater to your events, fill those sections out too.



The screenshot displays a web application interface. On the left is a sidebar menu with the following items: DASHBOARD, ACCOUNT, ORGANIZATION/BUSINESS (highlighted with a thick black bar), ADD NEW, MANAGE, EVENTS, VENUE, ARTIST, CLASSIFIED, EDUCATION, EXPLORATION, and EVALUATIONS. A blue hand cursor points to the right arrow next to the CLASSIFIED item. On the right is the main content area, titled "Organization/Business Info". It features four tabs: PROFILE (active), PHOTO, AUDIO, and VIDEO. Below the tabs is a text input field labeled "Organization/Business Name (*)". Underneath is a section titled "Description/Bio (*)" with a rich text editor. The editor's toolbar includes a dropdown menu set to "Paragraph", and icons for bold (B), italic (I), bulleted list, numbered list, quote, and link.

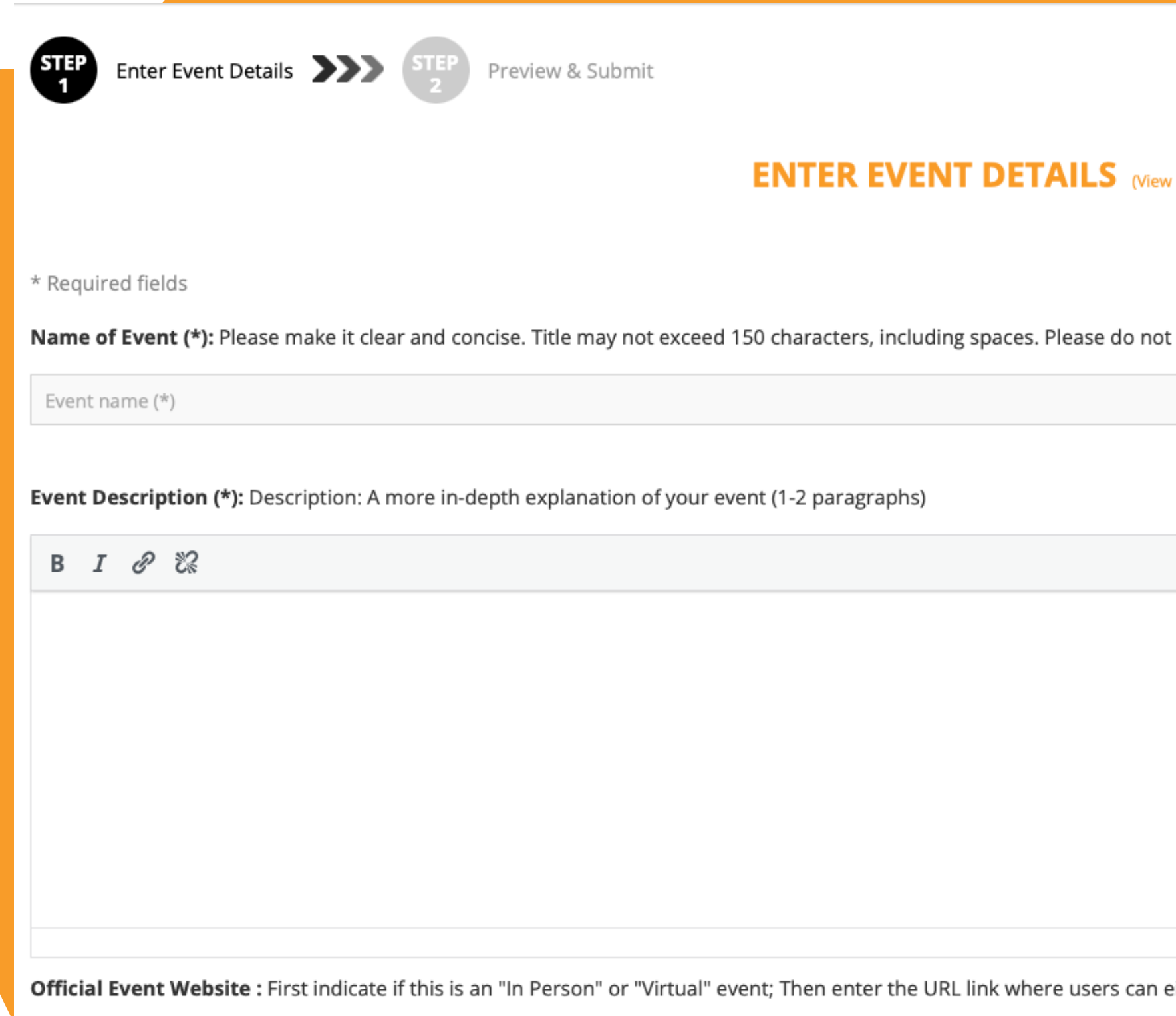
Create Event

There are two steps: entering details and previewing/submitting event information.

Thoroughly enter your event details with: name of event, description, whether it's in-person or virtual, name of organization holding event, venue/location, event category, tags related to event, date & time, ticket info (if applies), photos and logo.

Once you review the information, press "submit."

You can manage your events and event drafts under the "manage" tab, located under "events."



The screenshot displays a two-step process for creating an event. At the top, a progress bar shows 'STEP 1 Enter Event Details' as the active step, followed by 'STEP 2 Preview & Submit'. The main heading 'ENTER EVENT DETAILS' is in orange, with a '(View)' link. A note indicates that fields marked with an asterisk are required. The first field is 'Name of Event (*)', with instructions to make it clear and concise (max 150 characters). Below this is a text input field. The second field is 'Event Description (*)', with instructions to provide a 1-2 paragraph explanation. This field includes a rich text editor with buttons for bold (B), italic (I), link (chain icon), and unlink (chain with slash icon). The final field is 'Official Event Website', with instructions to specify if the event is 'In Person' or 'Virtual' and to provide a URL.

STEP 1 Enter Event Details >>> STEP 2 Preview & Submit



ENTER EVENT DETAILS (View)

* Required fields

Name of Event (*): Please make it clear and concise. Title may not exceed 150 characters, including spaces. Please do not

Event name (*)

Event Description (*): Description: A more in-depth explanation of your event (1-2 paragraphs)

B I  

Official Event Website : First indicate if this is an "In Person" or "Virtual" event; Then enter the URL link where users can e

Still Need Help?

Read Sacramento 365's Submission Guidelines here:

<https://www.sacramento365.com/submission-guidelines/>