How to Add Events to Sacramento 365

SAC 365

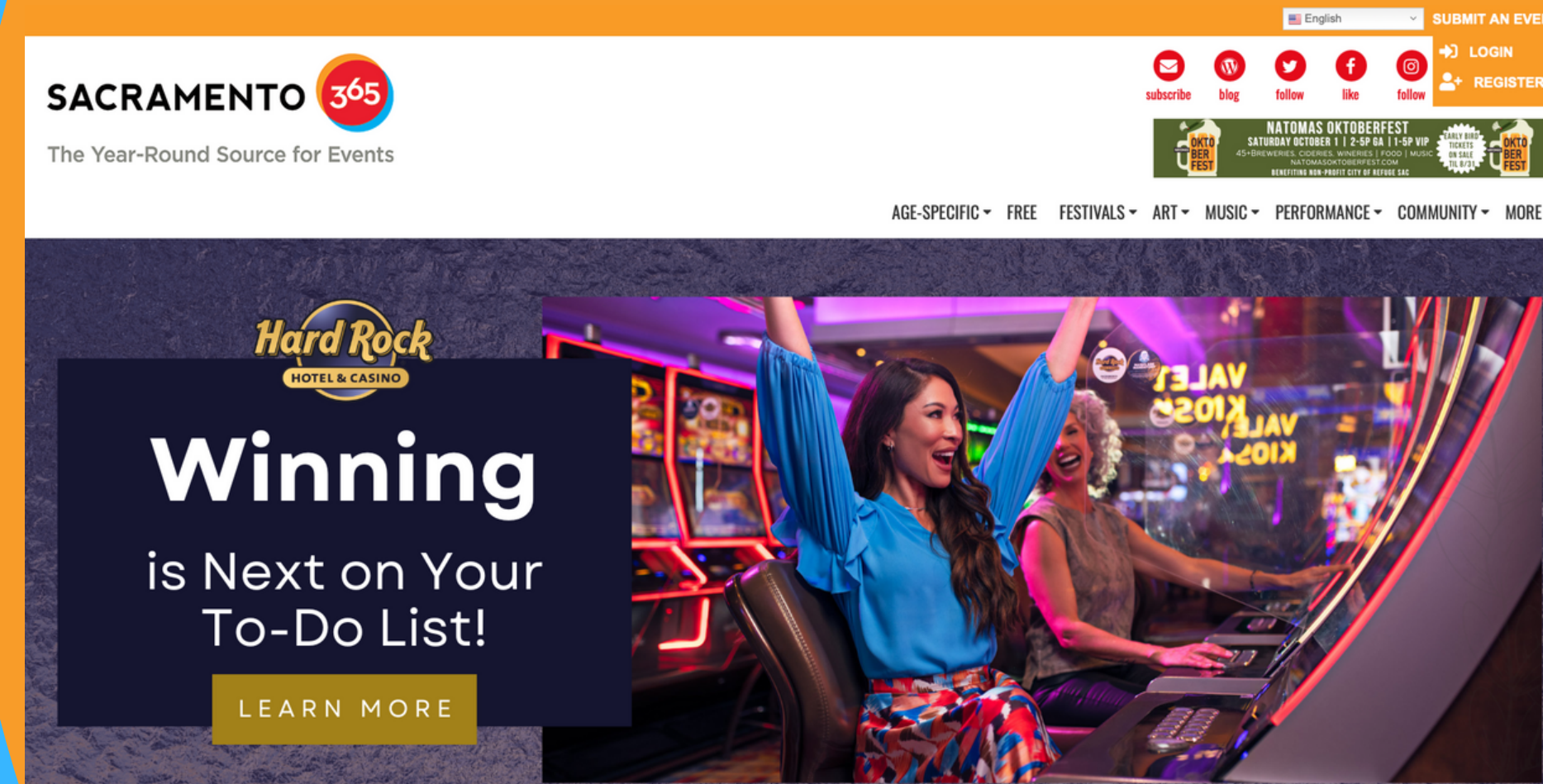Created by: **downtown SACRAMENTO PARTNERSHIP**

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.

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
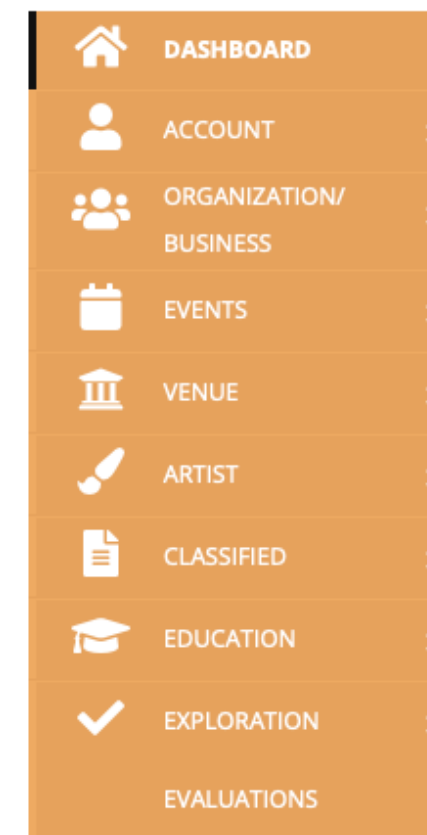
✔ **Create** and update your profile

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 (*)

SIGN UP

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.

SACRAMENTO 365
The Year-Round Source for Events

DASHBOARD

ACCOUNT >

ORGANIZATION/ BUSINESS >

EVENTS >

VENUE >

ARTIST >

CLASSIFIED >

EDUCATION >

EXPLORATION >

EVALUATIONS

Welcome to your dashboard

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

If this is your first time submitting an event, you will need to create an organizatic the toolbar to the left.

Please be sure to read the Submission Guidelines in each section first. Happy sha

IMPORTANT: If your event has been cancelled or postponed, please keep yo 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.

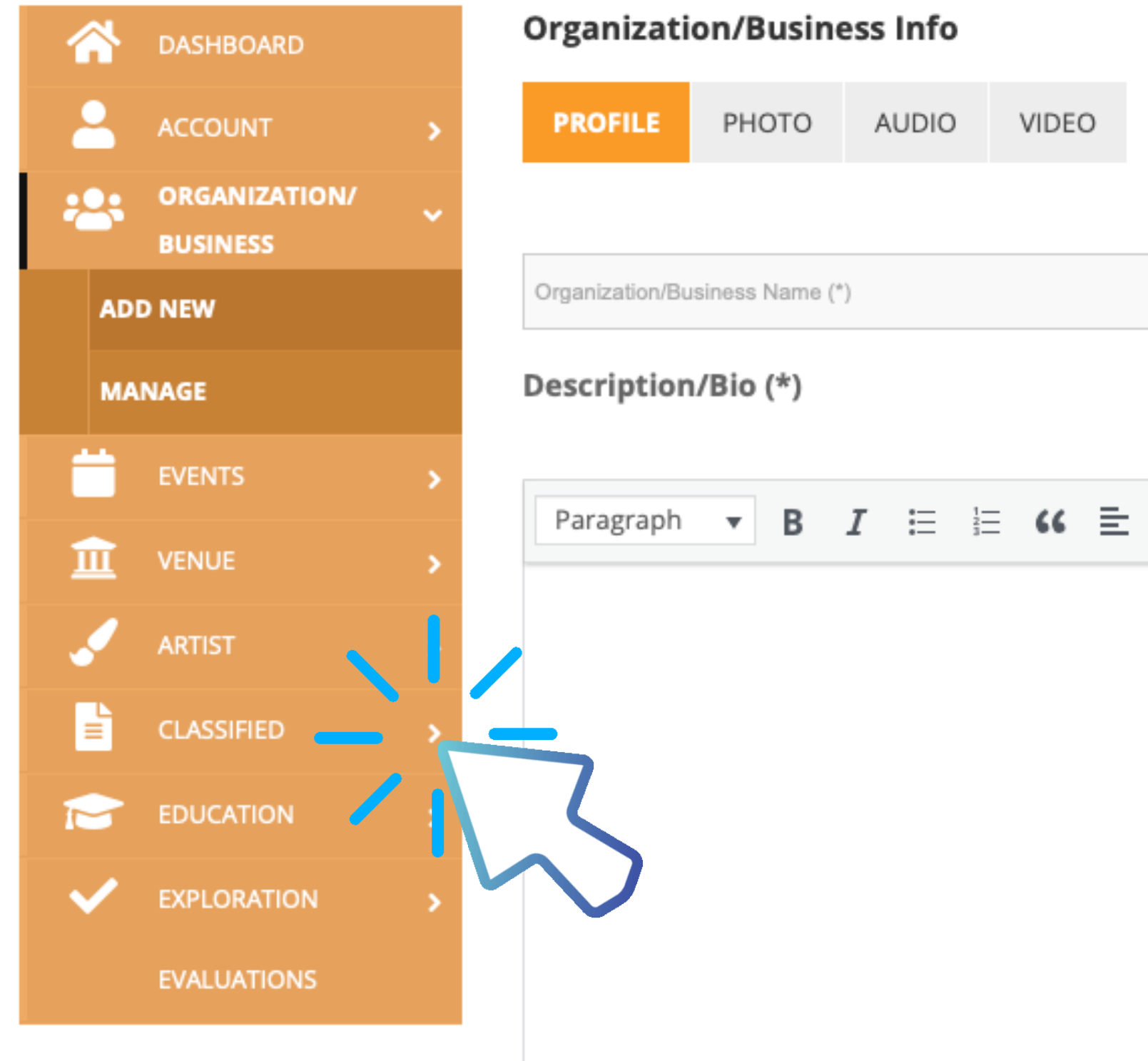The "manage" tab will come in handy at the end.

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.
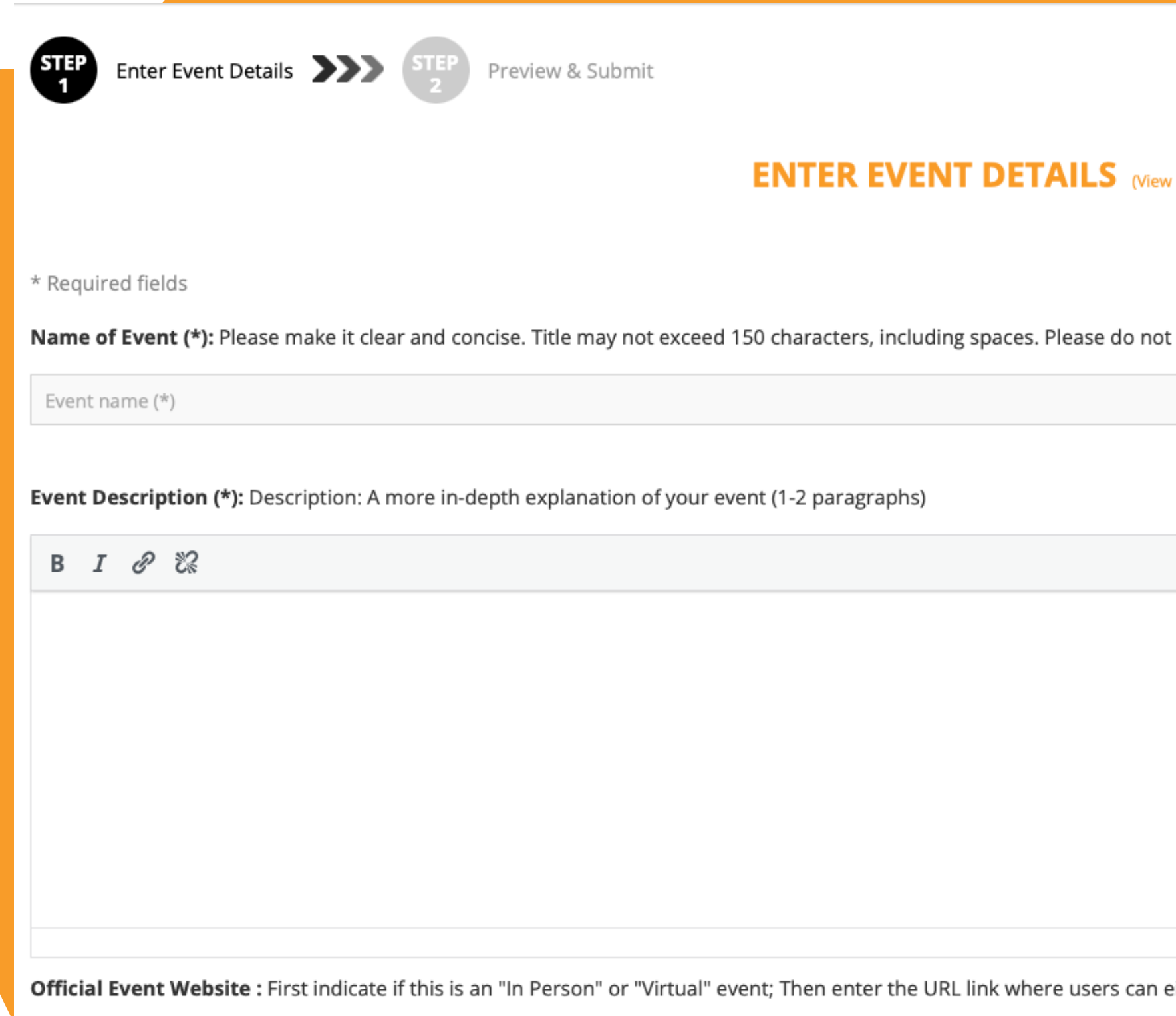
Create Event

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."

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)

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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/