

Announcing an Event

Updated: March 24, 2015

In order for an event to be publicly announced, it must be (1) set to a confirmed status and (2) given an announce date. (All other information is optional.)

In order to announce an event:


1. Navigate to the event which you would like to announce.
2. Make sure the event is set to a confirmed status. ***required**
3. Click the **Publicity** tab.

The screenshot shows the eventbooking.com interface. The main content area displays the details for the event 'Jidai (Ages)'. The 'Status' is set to 'Confirmed', and the 'Publicity' tab is highlighted. An orange arrow points from the 'Status' field to the 'Publicity' tab. The interface includes a navigation menu at the top, a search bar, and a sidebar with 'Reports and Forms' and 'Last Viewed' sections. The event details include fields for Event Name, Where, When, Status, Event Type, Decision Date, and Avails Display. A table at the bottom shows the event details in a compact view.

Where	When	Status
Arena	10/22/2013 8:00 AM - 11:59 PM (Tue)	Confirmed

4. Click the edit icon, which looks like a pencil and paper.

Spaces Used | Notes | Time Line | Activities | Documents | Journal | Messages | Publicity | History | Event Ir

 No public name

featured • upcoming • shown on signage

Announce Date Not announced
Location No Location Set
Description No Description

Ticket Info

On-Sale Date No sale date
Prices Not Set
Other No info

Additional info

No additional information

Extended info

No extended info

5. Enter the information you would like to publicly appear for your event.
 1. Enter a public name if you would like the event to display with a name different from the one used in the booking system. If you wish for the event to display how it has been booked, leave this field blank.
 2. Check the box next to **Announce Date** and select the date on which you would like the event to be visible. If the announce date is in the future, the event will not display on your public calendar until the announce date. ***required**
 3. If you would like to add photos to your event's public listing, you can click [+Add](#) next to any of the photo listings. **Any image used for the public calendar must be set to Public or it will not be visible.** (Hover here for an example; [click here for directions to make an image Public.](#))

 **a** Public name

featured upcoming shown on signage

b Announce Date No Date
Location
Description

c Primary photo [+Add](#)
Secondary photo [+Add](#)
Thumbnail [+Add](#)
Sponsor logo [+Add](#)

Ticket info

On-Sale Date No Date
Prices
Other

Additional info

Info1
Info2

Extended info

[+Add extended info](#)

6. Once all the desired information has been entered, click **Save**.

Spaces Used | Notes | Time Line | Activities | Documents | Journal | Messages | **Publicity** | History | Event In

Jidai Matsuri

featured upcoming shown on signage

Announce Date  2/15/2013 11:17 AM

Location

Description

Ticket info

On-Sale Date No Date

Prices

Other

Additional info

Extended info

[+Add extended info](#)

Primary photo [+Add](#)



Secondary photo [+Add](#)

Thumbnail [+Add](#)

Sponsor logo [+Add](#)

7. The publicity information will now display in the **Publicity** tab.

Spaces Used | Notes | Time Line | Activities | Documents | Journal | Messages | **Publicity** | History | Event Info

 **Jidai Matsuri**
featured · upcoming · shown on signage

Announce Date 2/15/2013 11:17 AM (Fri)
Location Kyoto, Japan
Description Parade celebrating the history of Kyoto.

Ticket Info

On-Sale Date No sale date
Prices 0.00
Other Reserved seats can be purchased, but anyone can watch along the streets free of charge.


Additional info

Information pamphlets can be bought from almost any corner along the procession. Incorporates Shinto elements, but is not a strictly religious event.

Extended info

No extended info

Primary photo



8. Your event will display on your public calendar once the announce date has come.
9. Click the event to bring up additional information.

[Feb](#) / [Mar](#) / [Apr](#) / [May](#) / [Jun](#) / [Jul](#) / [Aug](#) / [Sep](#) / **October 2013** / [Nov](#) / [Dec](#) / [Jan](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22 	23	24	25	26
27	28	29	30	31		

10. This is how your event's information will display.

Jidai Matsuri

Oct 22, 2013 (Tue)
Kyoto, Japan

Parade celebrating the history of Kyoto.

Tickets

0.00

Reserved seats can be purchased, but anyone can watch along the streets free of charge.

Additional Information

Information pamphlets can be bought from almost any corner along the procession.

Additional Information2

Incorporates Shinto elements, but is not a strictly religious event.

