

## How to Submit an Online Event

You must create an account to submit events. Click on the person icon at the top right of S.B. Independent homepage. If you are already a member, enter your username or email address and password and then login or, click where it says: Not a member? Sign up [here](#).

With your account you'll be able to submit and manage your events, save your favorite articles, set preferences, manage newsletter subscriptions, and much more.

Prior to submitting your event, please be sure to check that your event isn't already on the calendar. Events submitted must be in the cities of Buellton, Carpinteria, Goleta, Lompoc, Los Alamos, Los Olivos, Montecito, Ojai, Santa Ynez, Santa Barbara, Solvang, and Summerland only.

To get the most out of your listing description, please provide as many facts as you can, such as if show times are different than door times; different ticket prices for children, students, adults, or advance ticket information; and age restrictions (18+, 21+, or kids only). Please include one or all of the following: contact phone number, email, a website or Facebook link, and/or ticket link.

Events submitted two weeks prior to their date can be considered for print in the Week (calendar section). Not all events submitted online appear in print.

Click on the Events tab then click on **Submit an Event** on the black bar at the top of the page or above the search button to the right and fill in the following information:

### **Event Title\***

### **Description**

**Category** - Choose the event category from the dropdown menu

**Admission** - Click on Free, enter the dollar price, or click on Other for price range (\$20-\$25, donations accepted, etc.)

**Featured image** - Click on Choose Image which will take you to computer images and click on your selected image or image link. Images should be at least 900 x 400px for the best results.

**Personal Contact Details** - This is private information and is required to confirm the event:

Contact Name\*, Contact Email\*, Contact Phone\*

**Event Contact Details** - This is public information and will be available for users to see.

Event Phone, Event Email, Event Website (copy and paste the full website address).

**Event Location** - Venue\*, City\* Full Address\*

**Event Date & Time** - Start Date\*, Start Time, End Date (even if it is a one-day event), End Time

**Event links** - Purchase Link - copy and paste the full link of a ticket website.

Event Video - copy and paste the full link of a video or other media.

### **Click Submit Event**

Please allow 24-48 hours for your event to post.

For questions, please contact Terry Ortega, Calendar Editor and Amber White, Calendar Assistant at [listings@independent.com](mailto:listings@independent.com) or 965-5518.