How to Add Events on the S.B. Independent Website

1. Go to www.independent.com; click on “Add Events.”
You will then see this page.

One event listing, 1,000+ websites. Add yours for free in 4 easy steps.

STEP 1: Enter Your Event Details  *Indicates required field.

* Event Title: [Name of Event]
* Venue: [Event Location Name] near Santa Barbara, CA
* Date: [Event Date]
* Time: [ ] All Day  [ ] Recurring Event
* Description: 

Event Website: [www.website.com/link] Events with a website link are more likely to be approved.

* Admission: [ ] Single  [ ] Range  [ ] Free  [ ] Donation

Price: $5

Desired Attendance: [500]

Cover Image: [360 x 300 Pixels 1 MB Upload Limit]

ADD VIDEO  ADD WEblink

STEP 2: Provide Event Contact Info.  *Not Published. For event listing verification purposes only.*

Event Contact Info

* Contact Name: [John Doe]  *Phone: [123]456-7890  *Email: [address@email.com]

STEP 3: Select Additional Services

I'm also interested in: [Check all that apply]

- Ticketing
- Search Engine Optimization
- Social Media Management
- Webpage Design
- Event Appare

STEP 4: Choose Recommended Categories

Santa Barbara Independent

- Animals (SB) - Arts (SB) - Books (SB) - Children (SB) - Classes/Workshops (SB) - Community Events (SB) - College and Universities (SB)
- Dance (SB) - Festivals (SB) - Films (SB) - Food & Drink (SB) - Fundraisers & Benefits (SB) - Health & Wellness (SB) - Lectures (SB) - Music (SB)
- Nightlife (SB) - Outdoor (SB) - Performance (SB) - Political Events (SB) - Schools (SB) - Special Events (SB) - Sports and Fitness (SB)
- Support Groups (SB) - Teens (SB) - Theater (SB) - Wine (SB) - Santa Barbara Independent's Picks - Best Deals (SB)

By clicking 'Next', I agree to SpinGo Terms Of Use
2. Enter the event title and venue location (wait for a drop-down menu). The venue will appear if it has been entered before.

This is what it should look like (ex: S.B. Independent). An email and phone number can be shared for more information but that information will not be published.
3. Enter the date of the event, time (there is an option for “all day” or “recurring” for events happening more than once), description, and admission. End times of events must be entered, even though they are not published online. The following info. is not mandatory: event website, desired attendance, and cover image (highly encouraged). The cover image is what will show online (it has to be 360 x 300 pixels). However, if an image is not uploaded, someone from Spingo (our calendar system) will choose one for you.

If your event is recurring, bi-weekly, once a month, etc., check the “recurring event” box and add the pertinent information in the box below.
4. Enter the contact information (which is not published), additional services, and recommended categories relevant to your event (more than one can be chosen). Then click next.

This next page provides information on how to premiere your event by purchasing different package deals. If you do not wish to premiere your event, skip this step & submit.
It may take 2-24 hours for your event to appear. You will receive a pending approval email with a link that will allow you to edit your submission. Then a confirmation email saying your event has been approved will be sent to you.

To Preview Events:
1. Go back to www.independent.com and click on “full calendar.”

2. To get a monthly view, click on the date.
3. Click on your event date.

4. And then your event.

Independent's Event's Event

5:00 PM  |  Monday Jun 30, 2014

Want your events published on the Independent's online calendar website? Come to our event and learn how the new system works. Refreshments will be provided.

Speakers: Calendar Editor, Terry Ortega and Senior Editor, Matt Kettman.

Call 805-965-5205 or email listings@independent.com for more information.

Price: Free

Voila!
How to Edit and Change/Add Pictures of Events

1. Click on event and click “Edit.”

2. Click “Edit Event.”

3. Type out your changes.

   Request Event Changes

   Edit or update your event details and submit the changes below.

   Enter your event changes or list additional dates for this event.

   Change time to 5:30pm

   Example: Every Tuesday,
   First Fridays, Jan 7, 12

   Send Request  Cancel

4. Click on “Add Media.”
5. Click on “Upload File” to change or add extra pictures (videos can be uploaded as well). Remember the picture needs to be 360 x 300 pixels. Otherwise, they’ll ask you to upload another file.

Add Event Media

Add Event Logos, Videos and Weblinks.

- ADD VIDEO
- ADD WEBSITE

Image

360 x 300 Pixels
1 MB Upload Limit
UPLOAD FILE

SAVE EXTRAS CANCEL