



# Neighbourhood Arts Network Help Guide

## How to Post Events

If you can't find the answer to your question in the help section and need further assistance, please contact your Network Coordinator at 416.392.6802 x212 or email [skye@torontoarts.org](mailto:skye@torontoarts.org)

### How to Post Events

- 1) Go to [www.neighbourhoodartsnetwork.org](http://www.neighbourhoodartsnetwork.org) and login at the top right-hand corner by entering your **username** and **password**. If you have forgotten your password, please see the **Password Help Guide**.
- 2) Once you are logged in, click on **My Account** in the top right-hand corner, beside your profile icon and underneath your username.
- 3) Click on the yellow **Add Event** button
- 4) Choose an event **title**, **start date & time**, and **end date & time**.
- 5) Add a **location** for the event; including city and postal code helps ensure the event will show up on the map.
- 6) Add a short **description** of the event and a link to the website (if applicable)
- 7) Indicate whether the event is free, or note the **fee**.
- 8) Add a contact name, phone and email.
- 9) Choose the event **type** and arts **discipline**. If the choices don't fit, choose other.
- 10) Press the yellow **Save** button at the bottom of the page to confirm your changes.

[www.neighbourhoodartsnetwork.org](http://www.neighbourhoodartsnetwork.org)