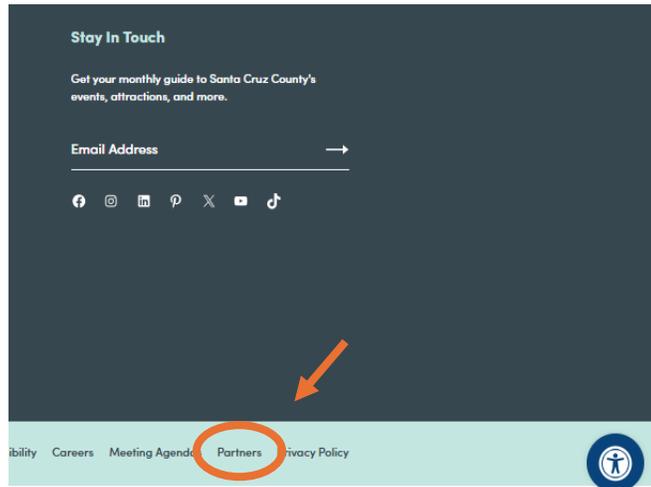


Submit Your Own Event Quick-Step Guide

- 1) To navigate to the **Event Submission** page, scroll to the bottom of any page on SantaCruz.org and click on “Partners” or simply click [here](#):



- 2) You will be given more instructions on this page. Make certain that the image you will be using is the correct size, that the description does not mention fundraising, and that your event meets the criteria required in the check boxes to continue:

- Is this event in Santa Cruz County?
- Are you submitting your Event 21 or more days in advance from the Event Date? (Up to 1 Year)
- Would Your Event be of interest to visitors to Santa Cruz County?
- My event is not a fundraiser/benefit event.
- I have confirmed that my event is not already listed on VSCC website. (Updates accepted, duplicates deleted)

[continue](#)

- 3) Once on the event submission page, fill in the fields. Required fields include:
 - Event Title
 - Event Description:

EVENT TITLE: *(required)*

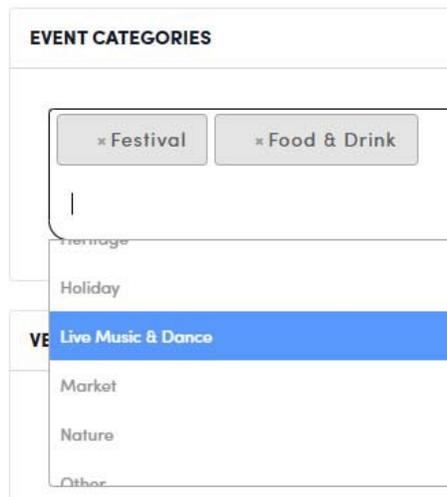
Place in SC County: Awesome Festival

EVENT DESCRIPTION: *(required)*

Head to this totally terrific spot in Santa Cruz County to attend The Totally Awesome Festival! There will be:

*Eighties Themed Decor
*Gnarly Food Trucks
*Tubular Live Music
*Neon Shoelaces

- 4) When you get to the **Event Time & Date** section, please keep in mind that the start date of the event must be at least 21 days from the date you are submitting. The system will let you submit, but your event may get rejected.
- 5) Please keep in mind that the **image dimension must be 1280x960**. The system will let you submit different sizes, but your event may be rejected.
- 6) Next, select up to **3 of your Top Choices** from our Event Category section, if you choose to do so:



The screenshot shows a section titled "EVENT CATEGORIES". At the top, there are two buttons: "x Festival" and "x Food & Drink". Below these is a search bar with a vertical cursor. A dropdown menu is open, showing a list of categories: "Heritage", "Holiday", "Live Music & Dance" (highlighted in blue), "Market", "Nature", and "Other".

- 7) To find your **Venue**:
 - start typing your Venue Title in the search bar and scroll through the existing venues to find the correct location:

VENUE DETAILS *(required)*

Venue:

Create or Find a Venue

Wat

Downtown Watsonville

Historic Downtown Watsonville

Portuguese Hall-Watsonville

Watsonville Civic Plaza

Watsonville Library

- If you are unable to find your venue, type the venue name, and click the blue bar to **“Create” Your Venue:**

VENUE DETAILS *(required)*

Venue:

Create or Find a Venue

Wattle and Daube Venue

Create: Wattle and Daube Venue

- All fields are required.

VENUE DETAILS *(required)*

Venue: Create: Wattle and Daube Venue

Address: 123 Any Street

City: Aptos

Country: United States

State or Province: California

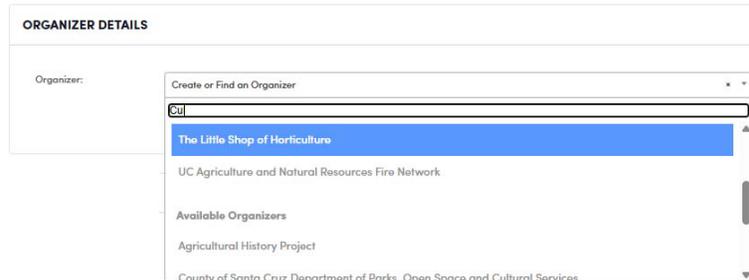
Postal Code: 95003

Phone: 555-867-5390

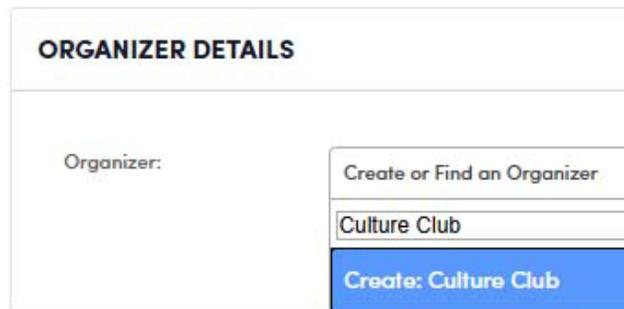
Website: https://awesomefestiv

8) To input your organizer's details:

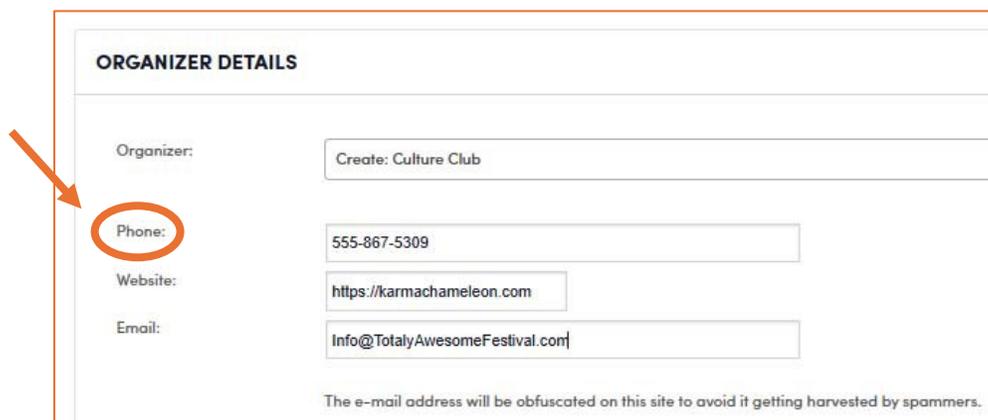
- Start typing the name of your Organization (Organizer) and scroll through the existing organizations. Select your organizer when found:



- If you are unable to find your organization, type the organization name as it should show, and click the blue bar to **“Create” Your Organizer**:

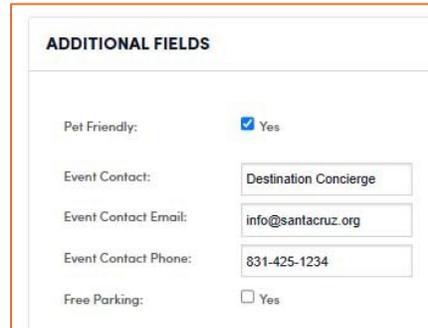


- All fields are required. The **Phone Number** you put in the Organizer Details section will be the phone number associated with your event:



9) A **website link that describes your event is required**. If it is a ticketed event, the website should also describe how to obtain tickets.

10) The event contact name, phone number and email will not be seen by the public if you enter it in “Additional Fields”. They are not required fields, but if there is an issue with your submission and it is not filled out, we will have no way of contacting you. If you check the “Pet Friendly” box, a little paw will appear with your event, and pet parents can search your event specifically.



ADDITIONAL FIELDS

Pet Friendly: Yes

Event Contact: Destination Concierge

Event Contact Email: info@santacruz.org

Event Contact Phone: 831-425-1234

Free Parking: Yes

11) If there is a cost to your event, enter the amount in US dollars, but do not enter a dollar symbol. A period (.) may be used to indicate fractions of a dollar amount and a dash may indicate the range of prices. If you would like your event to display as free, enter a zero (0). Leave the field blank to hide the field from view in your event listing.



EVENT COST

Cost: 5.26-10.99

Leave blank to hide the field. Enter a 0 for events that are free.

12) Once you have filled out all information, you must click on **“Submit Event” in the orange box**. Once it’s submitted, it will redirect you to a “Thank you for your submission” page. If you do not get this thank you page, please look over your submission and see what information is missing. If you do not get that **Thank You page**, there is no way we can see a submission attempted. After the Thank You page, your event will go on a list for the team to approve or reject. This process usually takes about three weeks.

Once approved, you will see your Event listed on our website [here](#).

****If you’re still having issues with submitting your event, please contact us and let us know what browser you are using, a detailed description of the issue and we’ll help submit your event.***