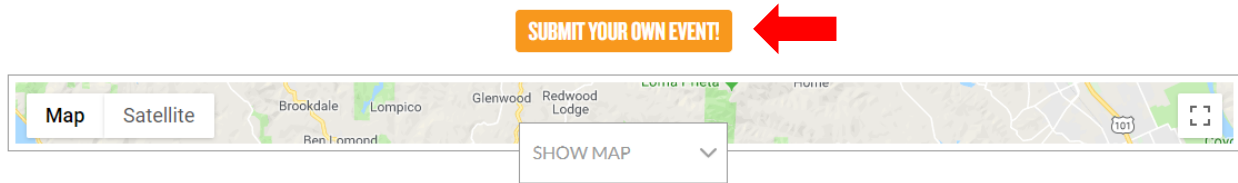


## Submitting Your Own Event in this Easy Quick-Step Guide:

- 1) To submit your Event, simply go to our website under Upcoming Events and click “Submit Your Event Online” or by clicking [here](#).



- 2) Once on the Event submission page, fill in the fields below. These fields are required:
  - Event Title
  - Event Description

### EVENT TITLE

(required)

### EVENT DESCRIPTION

(required)

- 3) When you get to the Event Time & Date section, please fill in the “**Start AND End Time**”. Failure to do so will prompt in an “Error” message. These fields are required.

### EVENT TIME & DATE

Start/End: (required)

2019-04-22

to

2019-04-22

Timezone: America/Los\_Angeles [↗](#)

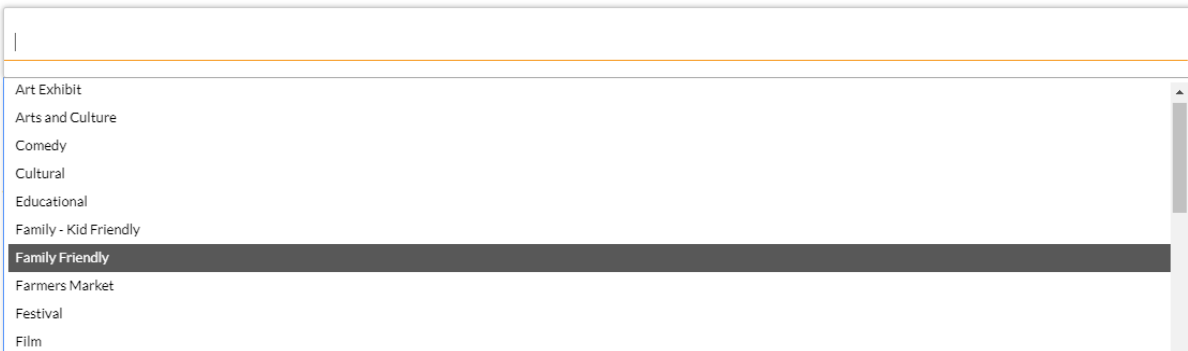
All Day Event

Event Series:

SCHEDULE MULTIPLE EVENTS

4) Next, select up to **3 of your Top Choices** from our Event Category section if you choose to do so.

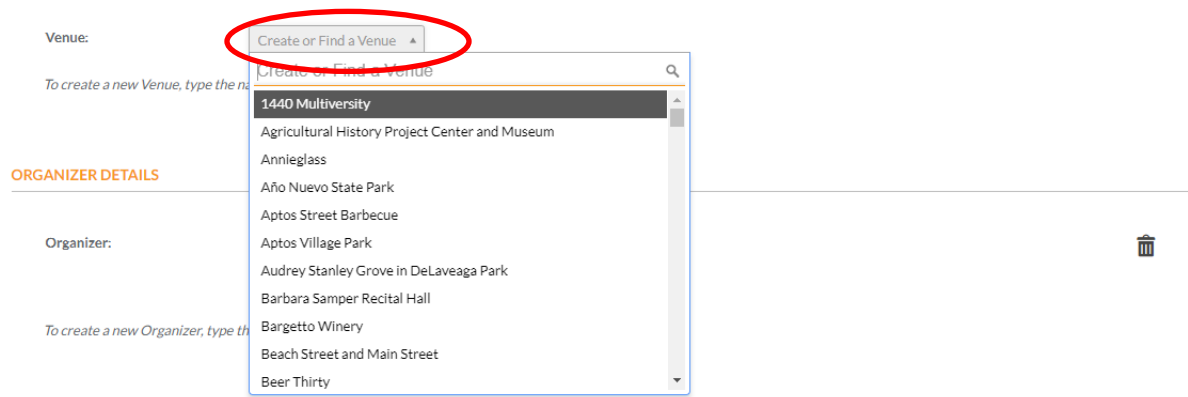
EVENT CATEGORIES



5) Next, fill out or select the Venue Details of your Event.

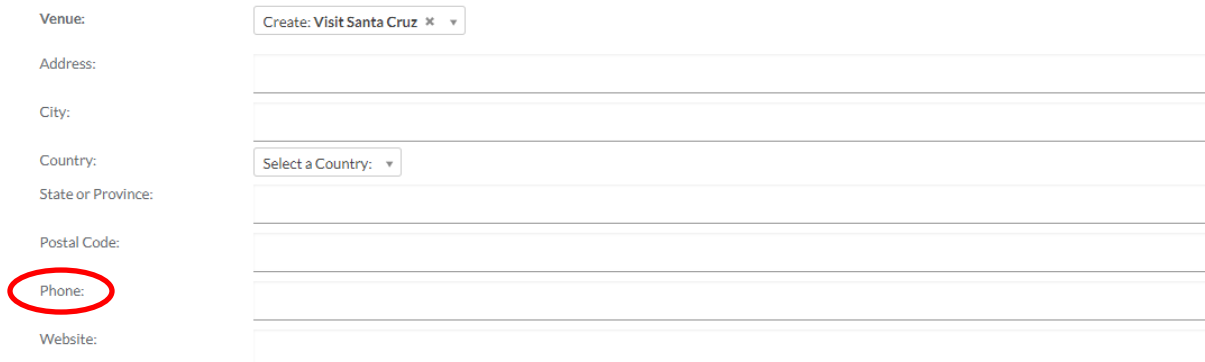
a. Simply find your Venue with dropdown

VENUE DETAILS (required)




b. Can't find your Venue from the dropdown? Start typing in your Venue Name and **Create Your Own**, then hit "Enter" in your keyboard. This will prompt you to enter the details of your Venue. *\*ALL fields are required.*

*\*The phone number you list in the Event Venue section will be the one that appears on the website*



- 6) Next, is to create your Organizer Details.
- a. Simply select from the drop down of organizers below

ORGANIZER DETAILS

Organizer: Create or Find an Organizer 

*To create a new Organizer, type the name in the field above and hit enter/return.*


EVENT WEBSITE

External Link: (required)

Create or Find an Organizer

- Anita Tiara
- Bay Shore Lyric Opera
- Big Basin Redwoods State Park
- Big Stick Surfing Association
- Birth Network of Santa Cruz County
- Boulder Creek Recreation and Parks District
- Brookdale Lodge
- Capitola Mall
- Capitola Village Association
- Capitola-Soquel Chamber of Commerce

- b. Can't find your Organizer Name from the dropdown? Start typing in your Organizer Name and **Create Your Own**, then hit "Enter" in your keyboard. This will prompt you to enter the details of your Organizer. *\*ALL fields are required.*

Organizer: Create: Visit Santa Cruz x 

Phone:

Website:

Email:

The e-mail address will be obfuscated on this site to avoid it getting harvested by spammers.

ADD ANOTHER ORGANIZER

*To create a new Organizer, type the name in the field above and hit enter/return.*

- 7) Next, enter your Event Website URL. This URL will be the link you want Visitors to see. This field is required.

EVENT WEBSITE

External Link: (required)

8) Next, if you have any additional details you'd like a Visitor to see, simply enter these details in the Additional Fields section.

#### ADDITIONAL FIELDS

Pet Friendly:	<input type="checkbox"/> Yes
Facebook:	<input type="text"/>
YouTube:	<input type="text"/>
Twitter:	<input type="text"/>
Instagram:	<input type="text"/>
Event Contact:	<input type="text"/>
Event Contact Email:	<input type="text"/>
Event Contact Phone:	<input type="text"/>
Free Parking:	<input type="checkbox"/> Yes

9) Lastly, you'll want to submit your Event photo. Simply, click "Choose Image". **The size we recommend must at least be 640x480 in dimension and it cannot exceed 60MB in file size.**

*\*To ensure the photo you submit is the right size, you always check an image's size by hovering your cursor over the thumbnail image to see the info tip box or by looking at the details tab of the file's properties box. On a PC, right-click on the file, select Properties from the menu and click on the Details tab in the Properties box.*

#### EVENT IMAGE

*(required)*

- A photo **MUST** be included with your listing. If submitting a photo, it must be sent as a .jpg file at a MINIMUM of 72dpi. We prefer a higher resolution if possible. Size **MUST** be at **LEAST 640 x 480 pixels and horizontal (landscape orientation)**. VSCC may crop your photo for better viewing online. We recommend clear, simple images. Please upload your photo below. If you cannot for some reason upload the photo, you can email the photo to [photos@santacruz.org](mailto:photos@santacruz.org) and reference the event name listed on this application.
- Please do not include characters in your file name other than letters, numbers and dashes (-) or underscores (\_).
- While VSCC does not charge for event listings, events must be open to the general public and be of interest to visitors planning a vacation to Santa Cruz County. This program is available to organizations and events located within Santa Cruz County. Please allow two weeks for processing. Submitting this completed form does not guarantee inclusion in the Traveler's Guide nor on the VSCC website.
- VSCC reserves the right to edit for style, length and consistency. Photos and listing information may be used to promote Santa Cruz County on other qualified websites.
- VSCC limits liability for any errors to the cost of the actual space occupied by the error. All ads are subject to approval by VSCC. By placing an advertisement, the advertiser represents that they have authorization for use of materials and artwork supplied for the advertisement. In addition, the advertiser confirms that the information provided to VSCC, which will appear in their ad or listing is accurate and assumes all responsibility for its content. VSCC will not be liable for any loss or liability resulting from the use of unauthorized materials, misrepresentation or inaccuracies on the part of the advertiser.



Choose a .jpg, .png, or .gif file under 60 MB in size.

CHOOSE IMAGE



10) Once you have filled out all information, click "Submit Event" for approval and a VSCC representative will review your event. Once approved, you will see your Event listed on our website [here](#).

***\*If you're still having issues w/ submitting your event, please [contact and let us know](#) what browser you are using, a detailed description of the issue and we'll help submit your event.***