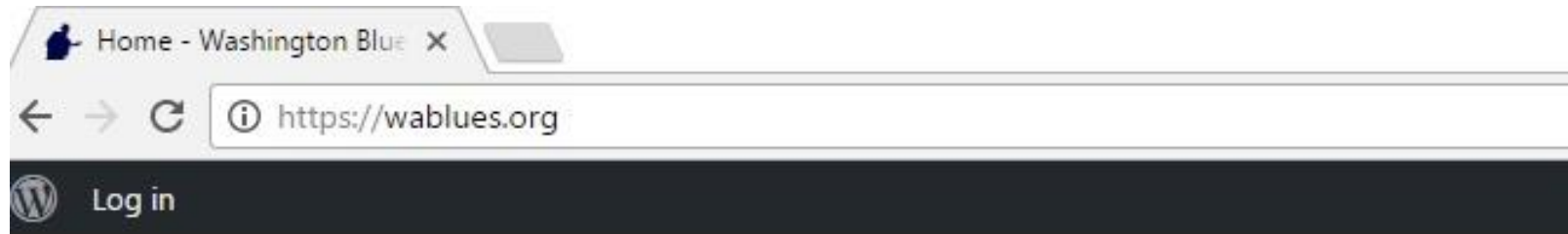


# Posting Your Event on WBS



**Free, Easy and Great Promotion**

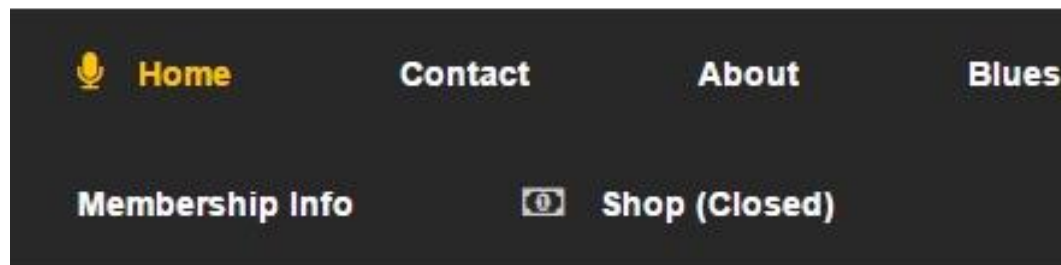
# Step 1. : Log on to the [www.wablues.org](https://www.wablues.org) website



Washington Blues Society

Celebrating 25 years of blues!

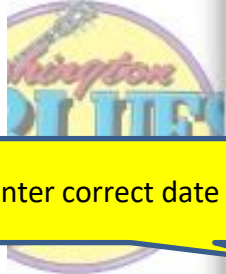
Stay I



**Step 2. : CLICK THE  
"POST YOUR EVENT"  
BUTTON ON OUR  
HOME PAGE**



# Start Entering Your Information



## Post Your Event

Event Title (required)

Just type your band or artist name – the form will add your venue name later to the title bar

Unclick All day to add start time and to enter end time click Add end date

Date (required)

All-day

Add end date

Enter correct date

Time zone:

Los\_Angeles

Enter Venue name and correct address

Venue name (required)

Address (required)

Include map

ip Info

 Categories

 Tags

Description (required)

Write a brief summary about the group or the gig ,not an autobiography!

This information is not shown on the calendar – it's so we can contact you if there are issues or missing info

Organizer name (required)


Organizer email (required)

Phone number (required)

Your website URL (required)



# Listing the type of Event

 Tags

- All Ages events
- Free Events
- Live Music Events
- Special events and Fundraisers
- Washington Blues Society Events

Choose all Event types that apply to your gig

Phone number (required)

Your website URL (required)

Free

Registration URL starting with https:// or http://

Submitter name

Use Organizer information as Submitter

Image (required)  
Max. size: 2.00 MB

I have read and agreed that this event conforms to the [posting rules](#)

 Submit Event

# Entering the Event Info and Your Info

The image shows a web form for entering event information. The form includes several input fields and checkboxes. A yellow callout box with a blue border points to the 'Cost' field, providing instructions on how to handle different pricing scenarios.

Organizer name (required)

Organizer email (required)

Phone number (required)

Your website URL (required)


Free

Registration URL starting with https:// or http://

Submitter name

Submitter email

Use Organizer information as Submitter

Image (required)  
Max. size: 2.00 MB 

I have read and agreed that this event conforms to

**Select FREE if no costs for event**  
**For entering door cover charges - click NO TICKETS and then enter amount (\$5)**  
**If there are ticket vendors – list amount and list the REGISTRATION/Ticket URL where people go to buy tickets**


# Selecting and Adding an Image

Phone number (required) Your website

Free Cost Registration

Submitter name Submitter email

Use Organizer information as Submitter

Image (required)  
Max. size: 2.00 MB 

I have read and agreed that this event conforms to the [posting rules](#)

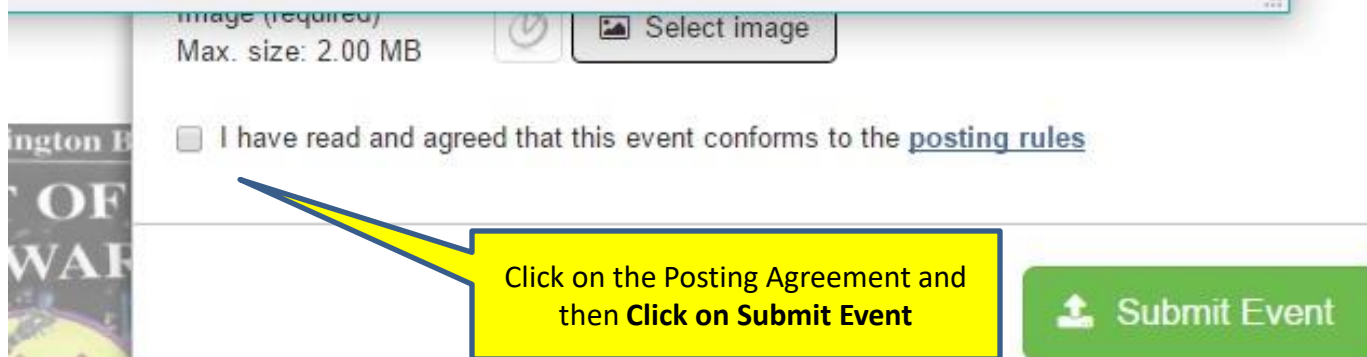
To enter an image, click on Select image.  
The files must be JPG format for the proper calendar view.

If you have submitted a photo in prior posts and wish to use the same one again, we can insert that image from our Media Library when editing and approving your calendar listing.

# Inserting Your Picture



If you are selecting a new image (jpg file), select the image from your own files and **click OPEN** – this will insert the image into the calendar listing



Click on the Posting Agreement and then **Click on Submit Event**

# What Happens Next?

- The Timely Calendar will email the WBS website peeps to let us know an event is waiting for approval.
- We will check for correct venue listing, address, link a map to event if needed, time and date, event type..... Make sure you have filled in all the blanks correctly.
- We will contact you if needed to clarify any info that is incorrect or missing.
- Once we have what we need, we will approve the event for posting and you will receive a confirmation email from WBS.

**Easier than you thought huh? YAY!**