

Updated September 2023

How to Submit an Online Event

You must create an account to submit events. This account is the same as your Login. There are multiple ways to Login but on the Create Event page you can click the link; **Please Login to Submit an Event** If you are already logged in you will see My Account at the top of page. If you see Login; you are not currently logged in.

With your account you'll be able to submit your events, save your favorite articles, set preferences, manage newsletter subscriptions, and much more.

Prior to submitting your event, please be sure to check that your event isn't already on the calendar. Events submitted must be in the cities of Buellton, Carpinteria, Goleta, Lompoc, Los Alamos, Los Olivos, Montecito, Ojai, Santa Ynez, Santa Barbara, Solvang, and Summerland only.

To get the most out of your listing description, please provide as many facts as you can, such as if show times are different than door times; different ticket prices for children, students, adults, or advance ticket information; and age restrictions (18+, 21+, or kids only). Please include one or all of the following: contact phone number, email, a website or Facebook link, and/or ticket link.

Events submitted two weeks prior to their date can be considered for print in the Week (calendar section). Not all events submitted online appear in print.

Click on the Events tab then click on **Submit an Event** on the black bar at the top of the page or above the search button to the right and fill in the following information:

Anywhere you need to put the url link, make sure the page goes to where people can find information about the event (except when there is a specific link to purchase tickets).

Event Title - 50 characters max* (Do not include dates or venues in the title)

Description - Keep it short. You do not have to repeat location, time, price, etc. information. (Do not paste heavily formatted documents in this space, or if it's a press release, please remove the irrelevant information such as media contact, etc.)

Category - Choose the event category of your event from the dropdown menu

Admission - Click on Free, enter the dollar price, or click on Other for price range (\$20-\$25, Free-\$10, donations accepted, children: \$5; adults: \$10, etc.)

Featured image - Click on **Choose Image** which will take you to computer images on your computer (you would have had to load an image on your computer) and click on your selected image or image link. Images should be at least 900 x 400px for the best results. All events are required to have an image.

Personal Contact Details -This is **private** information that won't show in the listing and is required to confirm the event:

Contact Name*, Contact Email*, Contact Phone*

Event Contact Details - This is **public** information and will be available for users to see.
Event Phone, Event Email, Event Website (copy and paste the full url - website address).

Event Location - Venue*, City* Full Address*

Event Date & Time - You can enter one day, or a recurring daily, weekly, or monthly event. Click where it says "Occurs" and choose once, daily, weekly, or monthly.

Once: Put a start and end time, or click the box that says **All day**.

Daily: A message will appear that says, **How long is this event? (choose one option)**. Either choose **Until** and put the end date in or, choose **After how many days** and enter the amount of days the event is happening.

Weekly: Select Weekly Occurrence - Check the box or boxes that apply and select an end date.

Monthly: Enter a start date and times and enter the number of months the event is happening. Click on **Confirm Event Dates - Please review your event dates. Adjust date(s) and/or time to accommodate any variance from the default schedule.**

Event links:

Purchase Link - copy and paste the full link of a ticket website. If there isn't a ticket link, use the website link where the event is posted.

Event Video - copy and paste the full link of a video or other media. YouTube videos can enhance the listing.

To have your event listed on the top of the events page use:

Premiere Event

You may choose to promote your listing online by purchasing a Premiere Events space for \$20 per day by checking the box.

For information on promoting your event in print, please contact sales@independent.com

Click Submit Event

Please allow 24-72 hours for your event to post.

For edits, cancellations, image issues, and changes to your event, please email listings@independent.com

For questions, please contact Terry Ortega, Calendar Editor at listings@independent.com or (805) 965-5518.

Not Logged in:

The screenshot shows the top navigation bar of the Independent website. The date and time are TUE SEP 5, 2023, 7:55. The navigation menu includes: Submit an Event, Newsletters, and Login (circled in red). Below the navigation bar, there are several promotional banners: "Celebrate 36 years of the Independent" and "Got a scoop?". The main content area features a "Create Event" button and a "Join ADAM LEVINE of MARCON 5 in supporting Santa Barbara County's First Responders." banner. A message at the bottom of the page states: "Please Login to Submit an Event" (circled in red). The footer contains links for News, Arts & Entertainment, Living, Sports, Events, Real Estate, About Us, Contact Us, Submit Press Release, Create Event, Create Obituary, and Submit Letter.

Logged In:

MON AUG 28, 2023 56° Submit an Event Newsletter **My Account**

Santa Barbara Independent Celebrate 36 years of the Independent Got a Scoop?

News Arts & Entertainment Living Food & Drink Opinion Events Sports Obituaries Real Estate Indy Parenting Extra! Classifieds Promote E

SantaBarbaraStudioArtists.com SEPT 2-4
22nd ANNUAL STUDIO TOUR LABOR DAY WEEKEND

Create Event

To get the most out of your listing, please provide as many facts as you can, such as show times that are different than door times; different ticket prices for children, students, adults, or advance tickets; and age restrictions (18+, 21+, or kids only). Please include a contact phone number and a ticket link and/or website with the event information listed. Events submitted two weeks prior to their date can be considered for print. Not all events submitted online appear in print. Please do not post full press releases or flyers in the description box. All text is subject to editing.

independent.com/create-event/

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For users who have submitted an event before, this login is new and may require you to signup again. This change allows for one account to manage your event submissions and email preferences for independent.com

Basic details

Event Title (50 characters max) *

Description

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