# How to Submit an Event:

Our Calendar of Events is an extremely popular resource for visitors. As the second most viewed page on our website, behind only the Homepage, it's a great way for your business to maximize exposure and increase traffic to your microsite or website.

*Calendar of Events Page* (Open to Members and Non-Members):

1) You can submit your event directly through our Calendar of Events page: http://santabarbaraca.com/plan-your-trip/calendar-of-events/

2) Scroll down to the bottom of the page and click SUBMIT YOUR EVENT
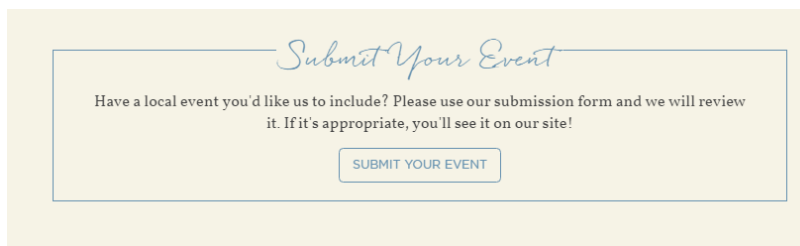
3) Fill out all information
   - Contact Information at the top of the form is for internal use only and will not appear on your event listing-however, the contact information listed under the Event portion of the form will appear on the listing as customer service contact information for the visitor
   - If you have a dedicated page for your event, include that link rather than a general link to the homepage of your website. This increases the likelihood of people purchasing tickets if the information is easier to find.
   - Double check dates, times, and address before submitting
4) Add Image
   - Image must be correct size (840 x 630 px) to ensure that the image will look optimal on the event page, as well as on the individual event listing.

Member Extranet (Members Only):

5) Submit your event through the member portal
   - Log into the member portal using your email and password (please email me if you need this information)
   - Go to the tool bar on the left and click COLLATERAL
   - Click on CALENDAR OF EVENTS

   - Click **ADD EVENT**

   - Fill out all Event Information
   - Add image
   - Click **SAVE**
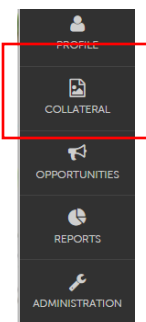
Please contact membership@santabarbaraca.com or call Visit Santa Barbara at (805)966-9222 if you have any questions!