



PRESENTED By:



Gemini Setup

Venue Registration Guide

This guide walks you through the complete venue registration process for the Make Music Day festival (**Sunday, June 21, 2026**). The process has three main phases: creating your account, building your venue profile, and finalizing your registration.

WEBSITE LINK: <https://fullerton.makemusicday.org/>

Phase 1: Account Setup

Create Your Account

Navigate to the Gemini registration website and complete the account creation form.

- Enter your **full name**, **email address**, and create a **password**.
- Accept the Terms and Conditions of Website use.
- Make sure your email address is correct — you'll need it to verify your account in the next step.
- Click **Create Account** to proceed.

Verify Your Email

After creating your account, check your inbox for a verification email.

- Open the email from Make Music Day / Gemini and click the **verification link**.
- If you don't see the email, check your spam or junk folder.
- Once verified, log in with your newly created credentials.

Welcome to the Make Music Fullerton, CA Matching Site

Ring in the summer with a worldwide day of music! On June 21, celebrate Make Music Fullerton on streets, sidewalks, and parks across town, with music performed by anyone and free for everyone. You're in the right place—use this matchmaking site to find performers, connect with venues, or register your existing musical plans.

Create Account

Phase 2: Create Your Venue Profile

After logging in, you'll be taken to the **Create a Venue Profile** page. This is a three-step process: Venue Info, Location, and Performance Details.

Step 1 — Venue Info

The screenshot shows a web form titled "Create a Venue Profile". Below the title is a progress bar with three steps: 1. Venue Info (active), 2. Location, and 3. Performance Details. The form is divided into several sections:

- Venue Name:** A text input field with the placeholder "Enter venue name".
- Website (optional):** A text input field with the placeholder "https://yourwebsite.com".
- Venue Type:** A dropdown menu with the placeholder "Select venue type". Below it is a small text note: "If your event is happening online, indicate where you will physically be performing (eg. your home)".
- Rain or Shine:** A dropdown menu with the placeholder "Select one". Below it is a small text note: "In case of inclement weather, will the show go on?".
- Venue Description (optional):** A large text area with the placeholder "Tell the audience a little about the venue. (300 character max)".
- Social Links (optional):** A section with four rows, each for a different platform: Facebook, TikTok, Instagram, and YouTube. Each row has a label and a text input field with a placeholder URL (e.g., "https://www.facebook.com/yourname/"). Above these fields is a small text note: "Adding your web profiles is strongly recommended! These links will be displayed on your public profile and performance listings."
- Wheelchair Accessible:** A checkbox labeled "Wheelchair Accessible".

At the bottom right of the form are two buttons: "Cancel" and "Next: Location".

Fill in the following fields on this screen:

- **Venue Name:** Enter the name of your venue or hosting location.
- **Website (optional):** Add your venue's website URL if you have one.
- **Venue Type:** Use the dropdown to select the type of venue. If your event is happening online, indicate where you will physically be performing (e.g., your home).
- **Rain or Shine:** Select whether the show will go on in case of inclement weather.
- **Venue Description (optional):** Write a short description of the venue for the audience (up to 300 characters).
- **Social Links (optional):** Add your profile URLs for Facebook, TikTok, Instagram, and/or YouTube. These are strongly recommended and will appear on your public profile and performance listings.
- **Wheelchair Accessible:** Check this box if your venue is wheelchair accessible.

Once complete, click **Next: Location** in the bottom-right corner to continue.

Step 2 — Location

Create a Venue Profile

Great, now we need a little information about your venue's location

1

2

3

Venue InfoLocationPerformance Details

Location

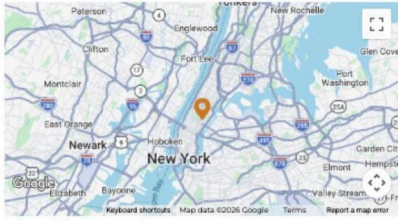
☒ in person ☐ online only ☐ in person, but will move online if necessary

Neighborhood

Street Address

Postal Code

Livestreaming website (optional)
If you are planning on livestreaming your event, enter the URL you will use (such as the address of your Facebook page or YouTube channel). If you're not sure, leave it blank and you can enter it later.



Dragging the map will reposition the flag that shows the exact location for your venue. Zoom in to make fine adjustments.

[Back](#) [Next: Performance Details](#)

This screen collects your venue's physical or virtual location details.

- **Event Format:** Choose one of three options: **In person**, **Online only**, or **In person, but will move online if necessary**.
- **Neighborhood:** Select your neighborhood from the dropdown.
- **Street Address:** Enter the street address of your venue.
- **Postal Code:** Enter your 5-digit postal code.
- **Map Pin:** A Google Map is displayed on the right side of the screen. Drag the map to reposition the flag showing your exact location. Zoom in for fine adjustments.
- **Livestreaming Website (optional):** If you plan to livestream, enter the URL you'll use (e.g., your Facebook page or YouTube channel). You can leave this blank and add it later.

Click **Next: Performance Details** to continue.

Step 3 — Performance Details

Create a Venue Profile

To use the matching platform to find performers, answer a few final questions.

1

2

3

Venue Info

Location

Performance Details

Performance Details

What kind of music is this venue looking to host?

Select up to 3 genres

Electricity / PA Needs

Select one

☐ Venue has a piano

Notes for Performers

Please describe your venue, including anything you plan to offer musicians, for example, what equipment you have, expected audiences, any hospitality or monetary compensation, etc (1000 character max)

Availability

When is this venue available to host? Include your full range, performances will be scheduled individually.

Saturday June 21, 2025

10:00 AM
Make Music Day Start

2:00 PM

8:15 PM

11:45 PM
Make Music Day End

Accepting Requests for Performances

☐ Accepting Requests

Back

Complete Profile

This final step helps match your venue with the right performers.

- **Music Genres:** Select up to 3 genres of music your venue is looking to host.
- **Notes for Performers:** Describe your venue in detail for performers (up to 1,000 characters). Include information such as what equipment you provide, expected audience size, any hospitality or monetary compensation, etc.
- **Electricity / PA Needs:** Use the dropdown to indicate what equipment your venue can provide (e.g., electricity, PA system, both, or neither).
- **Venue Has a Piano:** Check this box if a piano is available at the venue.
- **Availability:** Use the timeline to set when your venue is available to host performances on Saturday, June 21, 2026. Drag the start and end handles to set your range (10:00 AM – 11:45 PM). Include your full range — individual performances will be scheduled separately.
- **Accepting Requests for Performances:** Toggle this switch on if you'd like to receive performance requests from artists.

When you're ready, click **Complete Profile** to proceed.

Phase 3: Finalize Your Registration

Contact Information

VENUE GUIDE MANUAL

The screenshot displays the 'Create a Venue Profile' form. At the top, a progress bar shows three steps: 1. Venue Info, 2. Location, and 3. Performance Details. The 'Performance Details' section includes a dropdown for 'What kind of music is this venue looking to host?' (set to 'Acoustic'), a dropdown for 'Electricity / PA Needs' (set to 'I can provide both electricity and a PA'), and a checkbox for 'Venue has a piano'. A text area for 'Notes for Performers' contains the number '3333'. Below this is the 'Availability' section with a date selector set to 'Saturday June 21, 2025' and a time range from '10:00 AM Make Music Day Start' to '11:45 PM Make Music Day End'. A toggle switch for 'Accepting Requests' is currently turned off. A pop-up window titled 'ONE LAST THING!' is overlaid on the form, asking for contact information: 'Who is the contact person for this venue?'. It includes fields for 'Contact Name*' (filled with 'Make Music Fullerton'), 'Contact Email*' (filled with 'fullerton+1@makemusicday.org'), and 'Contact Phone*' (with a placeholder 'Enter phone number'). At the bottom of the pop-up are 'Go Back' and 'Register Venue' buttons. The main form has a 'Complete Profile' button at the bottom right.

After clicking **Complete Profile**, a pop-up window titled "**ONE LAST THING!**" will appear asking for the contact person for this venue.

- **Contact Name (required):** Enter the name of the primary contact person for the venue.
- **Contact Email (required):** Enter the email address for event-related communication.
- **Contact Phone (required):** Enter a phone number where the contact person can be reached.

Click **Register Venue** to submit your registration, or **Go Back** if you need to make changes.

 **Important:** Make sure you click the final **Register Venue** button to complete your registration. You will receive a confirmation email once your registration is successfully submitted.

Tips for a Great Venue Profile

- **Be specific about your space.** The more detail you provide in your venue description and notes for performers, the better matches you'll get.
- **Pin your location accurately.** Take the time to zoom in on the map and position the pin at your exact venue entrance.
- **Link your socials.** Adding your social media profiles helps performers and attendees discover your venue.
- **Be generous with availability.** The wider your availability window, the more likely you'll be matched with great performers.
- **Mention your equipment.** Let performers know if you can provide electricity, a PA system, or a piano — this helps them plan their set.

