

Guide for Listing Classes / Shows on HugeFlop:

1. Create a Viewcy Account and Your First Event

- Go to [Viewcy.com](https://viewcy.com) and sign up.
- Create a **single event**

DO NOT SELECT “REOCCURING EVENT”

It will mess up the calendar for everyone. You can duplicate your events easily in step 8.

2. Categorize Your Event Properly

- **CLASSES:** For workshops and classes (Do **not** use the "Workshops" category!)
- **EVENTS:** For shows, performances, and open mics

3. Add Required Tags

For classes, add these tags:

- **Drop in** (for drop-in classes)
- **Show** (for performances)
- **NYC**
- **Manhattan OR Brooklyn** (depending on location)
- **Open mic** (for open mics and performance opportunities)

Improper use of tags may put your event in the wrong section of the site.

4. Make It Look Good!

- Look at other events on our calendar for reference.
- Create an image for your event that fits well within the lineup of offerings.
- Write an engaging and informative description of your event.

5. Set Up Payment (if you will charge for tickets)

- Create a [Stripe](https://stripe.com) account.
- Link your Stripe account to your Viewcy account (you will see option to connect on tickets page)

6. Create Ticket Options

- Do **not** include the date in the **event title**, **bio**, or **tickets**—this ensures easy duplication later.
- Ticketing options include:
 - Multiple paid ticket prices to allow for a sliding scale.
 - Free events with an option to accept donations.
 - Early bird pricing that ends when you choose.
 - The ability to leave tickets off and link to another page if you absolutely have to use another ticketing platform (e.g., due to venue obligations).

7. ****Add Collaborator** ESSENTIAL**

- Go to Team on the event details page
- If your event is in the “shows” category; add “Huge Flop Shows” as “organizer”
- If your event is in the “classes” category; add “Huge Flop” as organizer
- Check to see that your event shows up on Hugeflop.com in the proper place after.
- SOMETIME IN MARCH, all events (shows and classes) will use “huge flop” as collaborator; we will do away with the “huge flop shows” account. We are waiting for the web development team at Viewcy to finish a product for us before that happens.

8. Duplicate Your Event

- Once approved, go to **Edit Event > Settings**.
- Scroll to the bottom and select the **Duplicate Event** option to create additional sessions easily.
- You’ll need to do step 7 again (add collaborator) for all duplicated events.
- You’ll also need to add the location to the duplicated event as that won’t copy.

9. Sit Back and Rake in the Dough

- Quit your job without speaking to your loved ones
- Tell your old “friends” they can shove it
- Divorce your partner for a new, hot lover