

CAFC Posting Guidelines

June 2023

We hope this document will be helpful as you post your news and events using our new user interface. In addition to this document, we have an [FC Buzz Posting Tips](#) cheat sheet, and we hope you'll take a look at that too!

LOG IN to Your Account

[Become a Member](#) [My account](#) [DONATE](#)

[Events](#) [Membership](#) [Opportunities](#) [Resources](#) [Contact Us](#)

You will be taken to your dashboard:

My account

- [Dashboard](#)
- [My Profile](#)
- [Payment methods](#)
- [Locations](#)
- [Events](#)
- [Member News](#)
- **[Opportunities](#)**
- [Logout](#)

Opportunities list

Title	City	Website	Actions
Add new			

Before you begin, be sure that all of your LOCATIONS are entered here:

My account

- [Dashboard](#)
- [My Profile](#)
- [Payment methods](#)
- **[Locations](#)**
- [Events](#)
- [Member News](#)
- [Opportunities](#)
- [Logout](#)

Location list

Title	City	Website	Actions
Woodway Country Club			Edit Delete
Add new			

Next, you will have an opportunity to click on the following:

My account

- [Dashboard](#)
- [My Profile](#)
- [Payment methods](#)
- [Locations](#)
- [Events](#)
- [Member News](#)
- [Opportunities](#)
- [Logout](#)

In general, you will use:

EVENTS to post a new one-off event

MEMBER NEWS to share newsworthy items like new grants, awards, partnerships, change to your facility, new ED or important staff position, etc

OPPORTUNITIES to post a JOBS, AUDITIONS, ARTIST CALLS, ETC

**Please be sure to use the appropriate category here*

Then click “**ADD NEW**”

Event list

Title	Start Date	End Date	Actions
Add new			

Next, follow these prompts:

Fill in the **TITLE**: Simply, the title of the event. There is no need to add date, location, or other info as it will auto load that info for you.

Fill in DESCRIPTION (note 700 word limit) *Be sure to be enticing!*

Event Info

Title *(Required)*

Event Description *(Required)*

0 of 700 max characters

Fill in TICKETING Info:

Website URL

https://

Video URL

https://

Contact Name *(Required)*

Contact Email *(Required)*

Contact Phone *(Required)*

Ticketing

Is this a free event? *(Required)*

Yes

Ticketing Information

0 of 700 max characters

You must click on Primary AND Secondary CATEGORIES for ‘Search’ purposes

Categories

Primary Category

- | | | |
|--|---|---|
| ☐ Camps | ☐ Classes & Workshops | ☐ Comedy |
| ☐ Digital | ☐ Film | ☐ Fundraisers |
| ☐ History & Heritage | ☐ Kids & Families | ☐ Literature & Lectures |
| ☐ Music | ☐ Science & Nature | ☐ Theater & Dance |
| ☐ Visual | | |

Secondary Category

- | | | |
|--|---|---|
| ☐ Camps | ☐ Classes & Workshops | ☐ Comedy |
| ☐ Digital | ☐ Film | ☐ Fundraisers |
| ☐ History & Heritage | ☐ Kids & Families | ☐ Literature & Lectures |
| ☐ Music | ☐ Science & Nature | ☐ Theater & Dance |
| ☐ Visual | | |

Click LOCATION and you will see your locations drop down. (Remember: you must enter your Locations first.) If you click on Location and it says “NONE” that means that you have to go back to your Dashboard and add your Location(s). If you have Multiple Locations or a new location, you may simply check the appropriate box here and you will be prompted to the next step.

Location

Location



☐ Multiple locations

☐ Add new

Note: We cover Fairfield County only, so please do not post events on FC Buzz that are outside of our region. You may include “NEWS” outside of the area, but FC Buzz events are strictly for Fairfield County. Thank you!

Add DATE & TIME: Note that for multiple dates within a date range, fill in the Date Range first and then uncheck the blue checks for the dates that you do not want included within the date range.

Date & Time

For multiple dates, fill in the date range first. You will see blue check boxes to the left under the "Include" column. Unclick any of the blue checks for dates that are not part of your event.

Start Date

End Date

Start Time

End Time

Date Ranges

Uncheck Include, if you do not want to include the individual day (for multiple dates).

Include

Day

Date

Start Time

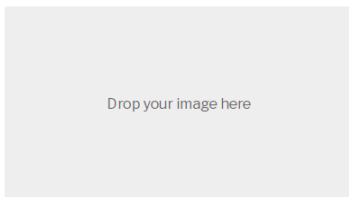
End Time

IMAGES: New fabulous feature! You may now drag and drop your images. You will then be able to see exactly how your image will be cropped and choose what part of the image you would like.

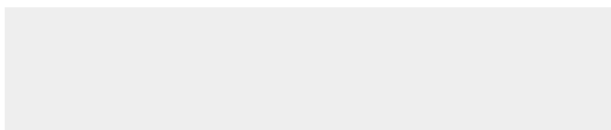
Be sure to fill in BOTH Featured Image AND Background Image.

Images

Featured Image



Background Image



The proper sizes are as follows:

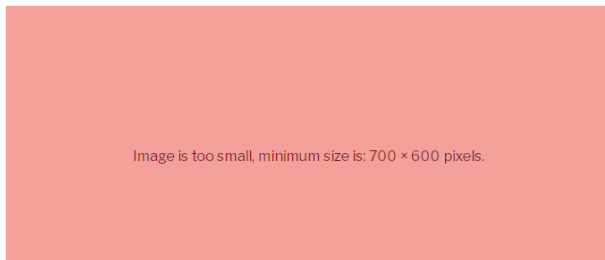
For FEATURED: MINIMUM 400 X 300 Pixels

For BACKGROUND: MINIMUM 700 X 600 Pixels

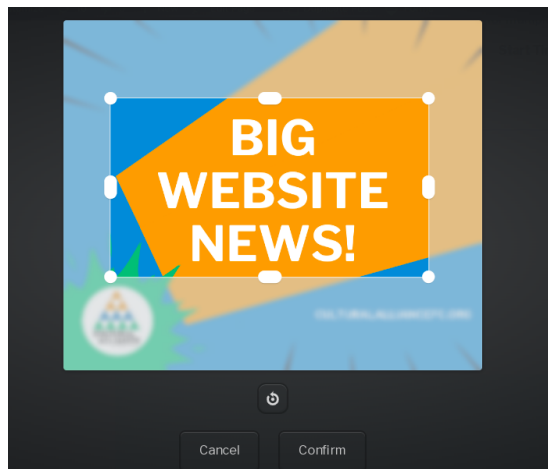
Featured Image



Background Image



Here is what the cropping looks like:



If the image is accepted, but not ideal please choose a better image. You can see here that the cropping is off (see cut off words at bottom).

Note: we prefer clean images with little or no text overlay.

Finally, click SAVE and you're done!