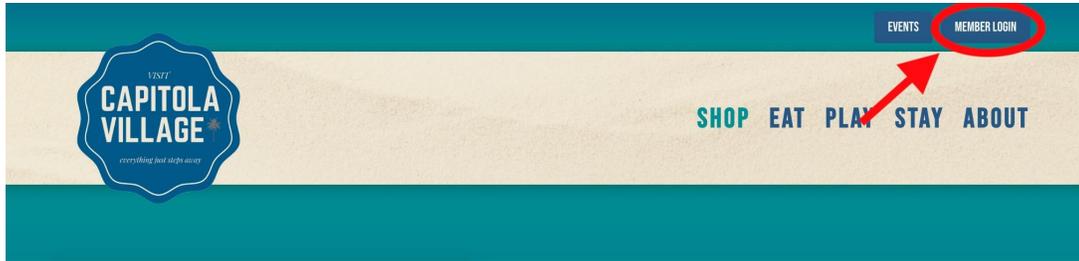


5 Simple Steps to Adding an Event on CapitolaVillage.com

1. Log in to your user account by clicking on the “Member Login” button which is located at the top-right of the page



2. You will be asked to enter your username and password.



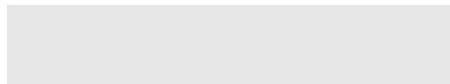
3. Once you login, you will be redirected to the Members Only page. Click on the “Add new Event” button.



WELCOME CAPITOLA VILLAGE & WHARF BIA MEMBERS

From here you can edit your business profile or add a new event. To edit your profile, <instructions go here>.

If you would like to add an event for the first time, please take a look at the tutorial below.



EDIT BUSINESS PROFILE

ADD NEW EVENT

VIEW SUBMITTED EVENTS

4. Required fields are marked with a red '(required)'. Event title, description, time/date, and venue details/location are all required.

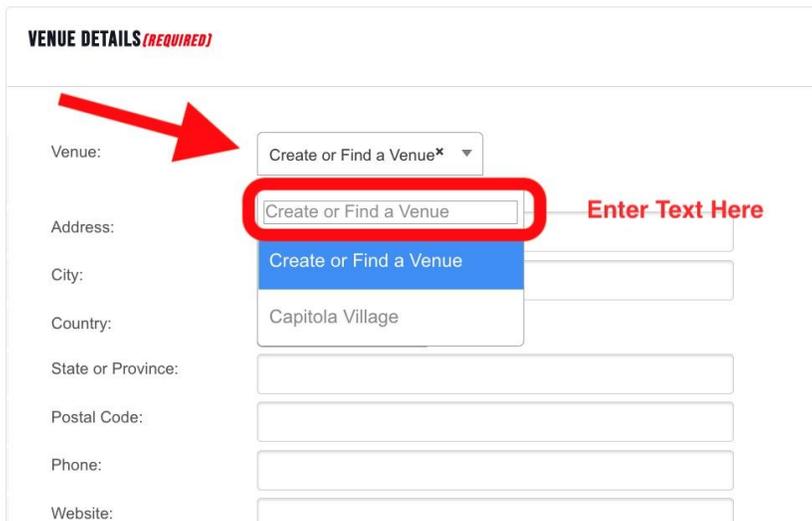


a. Adding an **Event Image**

- Only .jpg, .jpeg, .png or .gif files are supported
- Image aspect ratio should be 16:9 and smaller than 800KB

Note: If you know how to resize an image, awesome—you can upload an image yourself. If not, send your image to webmaster@capitolavillagebia.com and we will do it for you.

- b. If your venue is not listed, type the name of your venue and hit enter. Additional fields will appear where you can enter in your location detail.



5. When you are done entering in your details, click the “Submit Event” button at the bottom of the page.

SUBMIT EVENT

If you have any problems adding an event, no worries! Just email webmaster@capitolavillagebia.com and we can help you.