**How to create your community event, call to artist, exhibition deadline, or upcoming show**

**on the Arts Council of Southwestern Indiana’s Community Events Calendar**

* **Go to** [**www.artswin.org**](http://www.artswin.org)
* **Click on “Events” button at the top of the home page**
* **Go the bottom right hand of the page**
* **Register with your own username and email**
* **You will get a confirmation email with password that you can change at any time**
* **Now that you have registered, login with password sent to your email**
* **Scroll to the bottom and enter your event**
* **Hit submit**
* **DONE!**
* **You can add as many community events as you’d like for the remainder of the year.**

**Thank you for supporting the Arts!**