

# Post Your Gig

## New Website

There is a new website up and running, **idy-pc.com**. It is entirely free. Its purpose is to promote a fun place to live. In its current state, it only contains a performance calendar, dining guide and repair guide. With your input will be the Performers' Guide, from which venues and private parties can hire you, followed by a Musician's Directory to help you link up with each other and find helpful resources. The format for the Performers' Guide will be like the Dining Guide, with pictures, contact info, and a sound sample. The calendar allows you to post, edit and delete your scheduled gigs so your fans can attend and impress the venue with the business you bring in. It permits links to your website, and more. This sheet is to walk you through it, so you see how easy and versatile it is.

## Getting Set Up

This is not quite ready for the public yet, because you need to fill the calendar and Performers Guide first. Then we will have something to show them. Many of you are also in the Repair Guide, or should be, so you can participate in that as well.

First stop is to Register [upper right corner of main page]. You do this once, and thereafter just LogIn. At the bottom of the Login page click Register, and you're at the form to fill out. Pick a username that's easy to remember. The email address is most important as your KEY to making and editing calendar postings and other information, so the computer knows it's YOU. You pick your password. Click the blue button at the bottom and that part is done. Go back to the main page and see that "Account" shows where the LogIn was. That means the computer knows it's you. Hover over it and see "Manage My Events" as one of the options. That is for your calendar postings.

Next, you provide your Performer Guide info on the Intake form accessed from the main page top line. This information will be in the Directory as the ad for your group. If you have more than one group, you have to make one of these for each group. The description should be the types of music you play. The category is just Music, for you. The Contact address is for mailing -just your PO box #, if local. Your website needs to be the full "http://www.mygroup.com" format, not just mygroup.com. If you don't have a website, see the checkboxes at the bottom. We can make a page for you on the idy-pc.com website, using the guys that made this website for a small fee. The picture should be a nice one, showing your faces. The hiring person may not remember your name, but your face they will. The sound sample should be a 10 second MP3 of your performance, so we can hear the quality. You can add that later, if not handy now.

Finally, calendar posting time. Back to the main page [Entertainment], scroll down to the calendar and see the SUBMIT EVENT blue button, which you see when you are logged in. Below that is the daily calendar itself, which scrolls to any day by the user, and can be restricted to just music or just this band or whatever, by the user. You see your group picture, the black **EVENT** in bold all caps, the **SUBTITLE** in gray under that, the time you begin, the venue and its address, that is it music, and the names of the performers. The blue tab to left means it is music. When the user clicks on it, they get the detail page, with the bigger pictures, Event Details which can include a link to the venue or whatever, the performers' names, the venue picture, the link to your website, and the ability to download to the user's personal calendar. It helps us plan where we are going to go for dinner, bar hopping or the social scene.

## Posting Your Gig

Now, your turn. Click SUBMIT EVENT, and fill in the form. Event Name would be your band, unless it is something like a tribute. The date is picked from the popup calendar the start time is scroll down. You can state the end date and time, or below click No End Time to Yes. The Repeating Event on Yes identifies Daily, Weekly, etc, and how many times. For example, you have a Friday gig at the same place for two months so you make only one entry to repeat weekly 9 times. The Subtitle is as shown. The Event Details let you describe anything further, and include a special link, like your CD shopping cart or the venue, special guest stars, whatever. Performers are your individual names, in case we don't recognize the band name but know at least one of the musicians. The image is your group/individual photo. Your website link takes us to whatever you have there. You check the Music category, you pick the Event Location from the drop-down list and click SUBMIT EVENT. Go back to the calendar page, make sure it is how you want it, and you're done. If you need to edit it, log in, click Manage My Events from the Account drop-down list, pick the one you want. The trash can symbol is to delete, the pencil is to edit.