



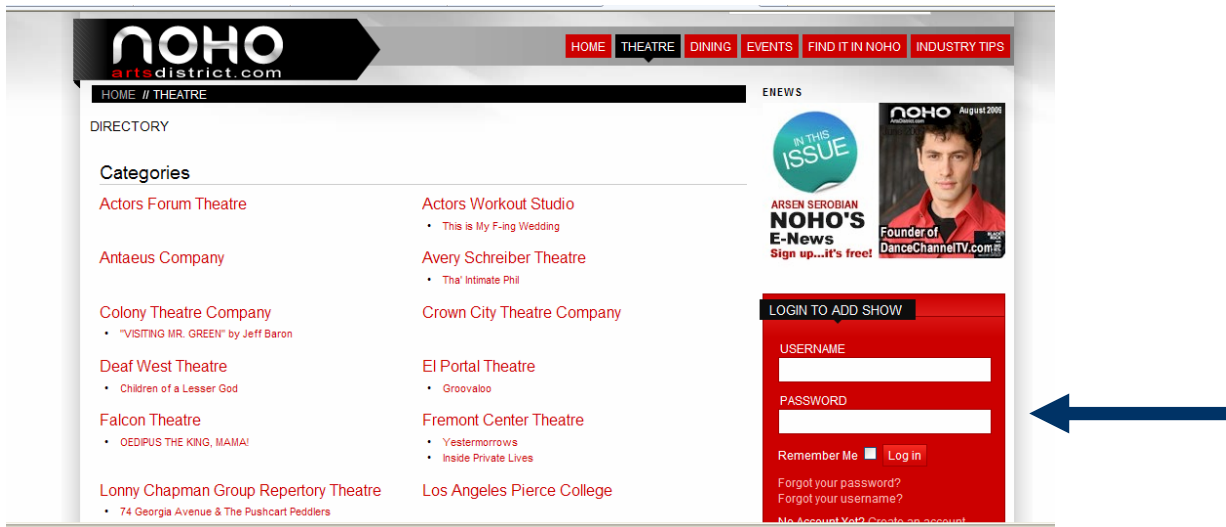
Theatre Listing Cheat Sheet

This is a step-by-step guide to posting your theatre show information on the theatre guide of nohoartsdistrict.com.

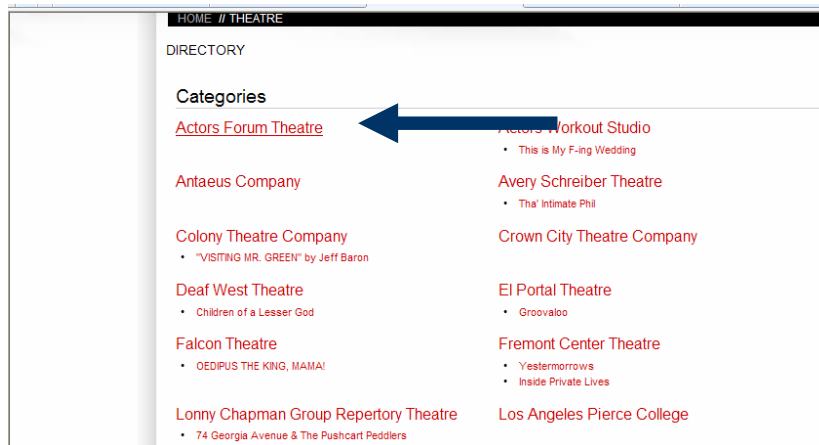
Step 1. Go to THEATRE page



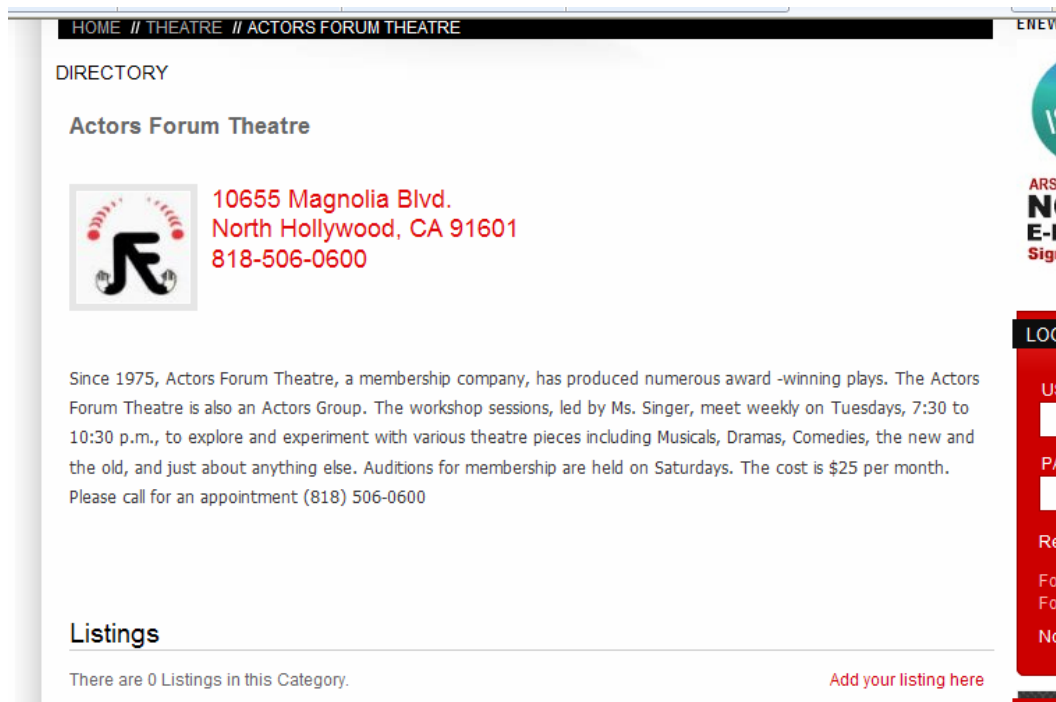
Step 2. Log in. If you have never posted to the theatre guide, you will have to register, using the same box as indicated below.



Step 3. Click on the name of the theatre you'd like to place your listing.
(ex. Actors Forum Theatre)



Step 4. Scroll down and click "Add your listing here"



Step 5. Add your show details

NEED HELP?

→ HOW TO ADD YOUR THEATRE LISTING

DIRECTORY

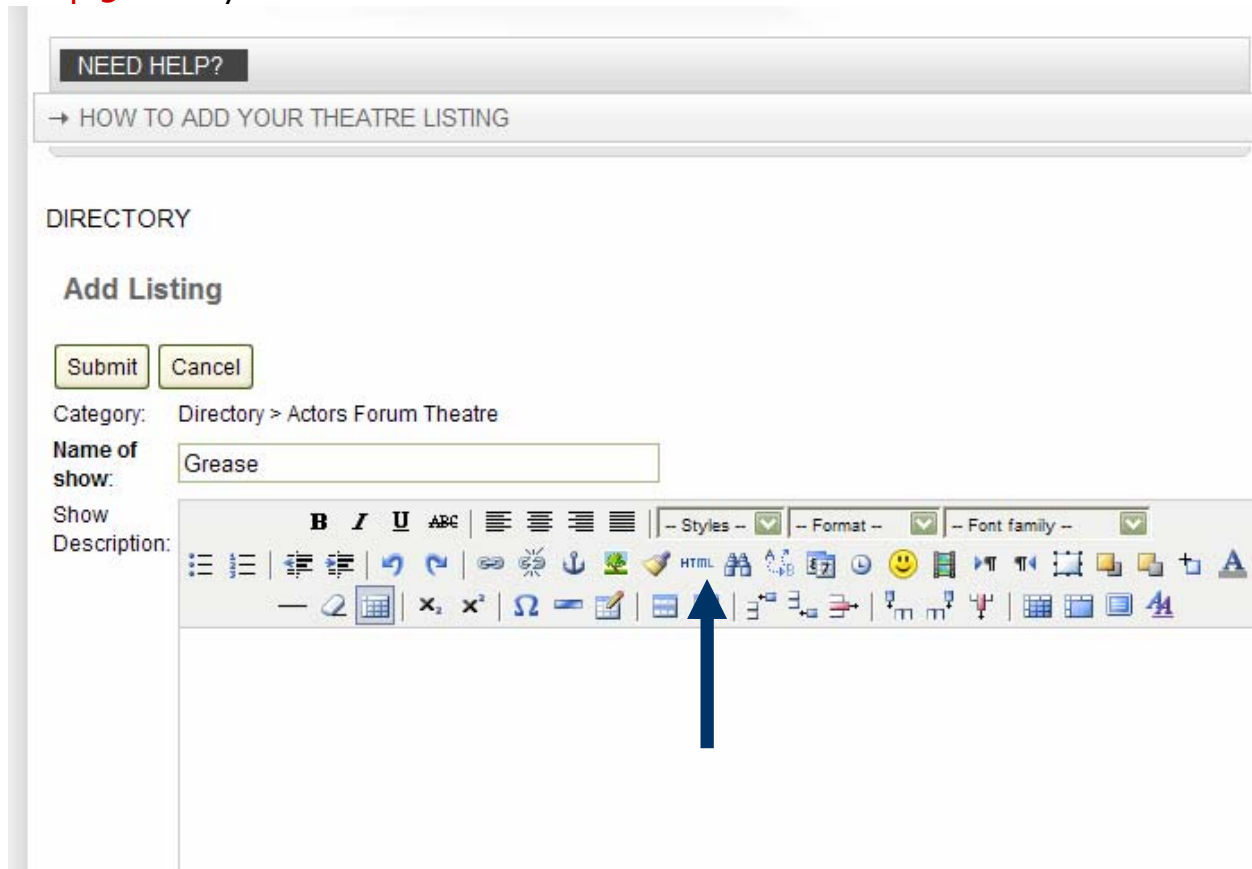
Add Listing

Submit Cancel

Category: Directory > Actors Forum Theatre

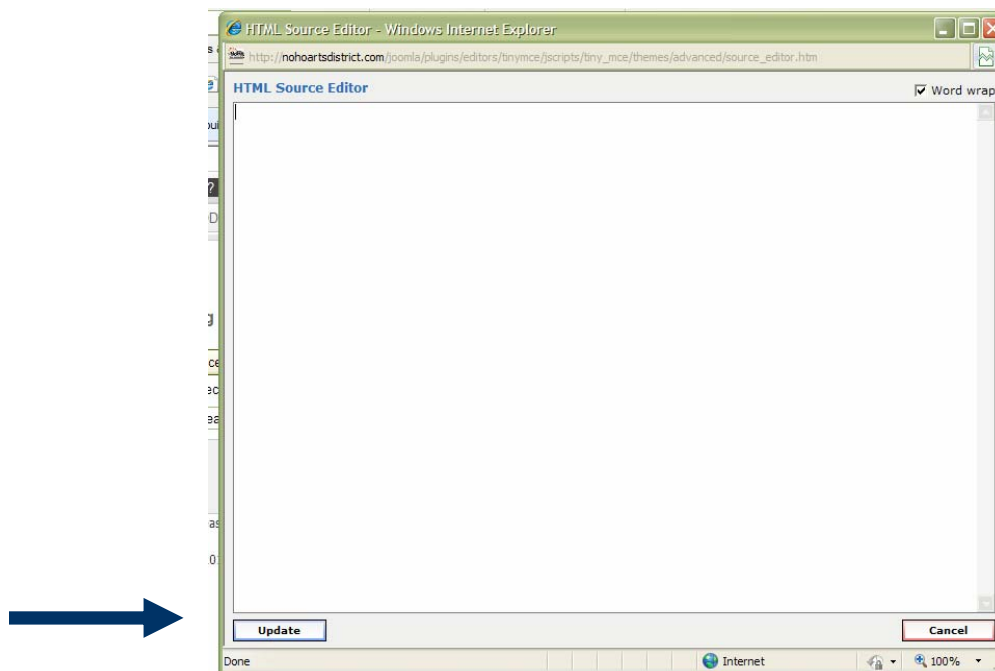
Name of show: Grease

Show Description:



The screenshot shows a web form for adding a theatre listing. At the top, there is a 'NEED HELP?' button and a breadcrumb trail '→ HOW TO ADD YOUR THEATRE LISTING'. Below this is a 'DIRECTORY' section with a sub-section 'Add Listing'. There are 'Submit' and 'Cancel' buttons. The 'Category' is set to 'Directory > Actors Forum Theatre'. The 'Name of show' field contains the text 'Grease'. The 'Show Description' field is a rich text editor with a toolbar. A blue arrow points to the 'HTML' button in the toolbar.

In order to copy and paste properly, please click on the HTML button. A new box will pop up where you paste your show information. When finished, click the “update” button.



Dates of Show:

Show Times:

General Ticket Price \$:

Preview Ticket Price \$:

Students Ticket Price \$:

Kids Ticket Price \$:

Seniors Ticket Price \$:

Online Tickets:

Address:

City:

State:

Postcode:

Telephone:

→ Darren Sussman - Theatermania

→ Donald Coley - Coley's Cuisine

→ Little Toni's Italian

→ Archived Interviews

EVENTS

<< October 09 >>

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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Add an image (Limit of 3MB per image)



If you have any difficulties, please contact Nancy Bianconi at nancy@nohoartsdistrict.com