



## Website Promoter Instructions

<https://sunshineartist.com>

Important information to note:

The Sunshine Artist website functions in a hierarchical way, with three levels:

1) Promoter 2) Shows 3) Event Listings for those shows

If you have 15 different shows a year, then you will create 15 separate shows.

Each year, each of your shows will have their yearly event listed under that show.

Steps to get started:

1. Go to [www.sunshineartist.com](http://www.sunshineartist.com) and click on [Login] in the far-upper right corner.

Please click on Forgot Password to receive a password reset email. Use the email that you registered with.

A screenshot of the login page on the Sunshine Artist website. The page has a light gray background. At the top left, the word "Login" is written in a dark gray font. Below it is a horizontal yellow line. There are two input fields: the first is labeled "Email\*" and the second is labeled "Password\*". Below the input fields is a dark blue button with the word "LOGIN" in white capital letters. Below the button is a blue link that says "Forgot Password?". A red arrow points from the right towards the "Forgot Password?" link.

2. Follow the instructions in your email to reset your password.

3. Go to [www.sunshineartist.com](http://www.sunshineartist.com) and click on [Login] in the far-upper right corner.

Enter your email and the new password you just created.

A screenshot of the navigation bar at the top of the Sunshine Artist website. It is a dark blue horizontal bar with white text. The text includes "FIND AN EVENT", "REVIEW AN EVENT", "SUBMIT AN EVENT", "MAGAZINE", "ARTICLES", "SUBSCRIBE", and "LOGIN". A red arrow points from the right towards the "LOGIN" link.

FIND AN EVENT REVIEW AN EVENT SUBMIT AN EVENT MAGAZINE ARTICLES SUBSCRIBE LOGIN

4. Once you are logged in, click on Submit an Event.



5. On this next screen, Create a Show, you will enter the name of your show, the website for your show, and a brief description. Do not include the year or annual number, save this for the event you will create next.

## Create a Show

Shows can have as many event listings as you like. Most promoters only have one show which they create all of their event listings for, but if you manage multiple unrelated events you might have more than one show.

If you'd just like to create an event listing for an existing show, you can do that [here](#).

**Title\***

**Website**

**Description\***

**CREATE**

6. Enter the event information for the coming year here. This is what the form looks like.

**Submit an Event Listing**

*Creating an event listing for the Rocks, Ducks and Cars show. Would you like to [Create a new Show instead?](#)*

**Title\***

**Description\***

**Website**

**Public Admission Fee**   
**Estimated Public Attendance**

*not to be confused with the exhibit or application fees below*

**What is the source of your attendance estimate?**

*e.g. newspaper, police department, gate receipts, random headcounts, etc.*

**Years Held at Current Location**   
**Upcoming Event Anniversary**

*enter 10 if this will be your 10th anniversary*

7. Click on Continue to Payment – once you get to the payment screen, your show is in our system. Your show will go live on the site once payment is received.

You can pay by credit card or email [support@sunshineartist.com](mailto:support@sunshineartist.com) if you would like to pay by check or if you have multiple shows to purchase. Let us know you submitted your event(s) and how you would like to pay in your email.

8. To see your shows and events, click on Account in the upper, right-hand corner (you must be logged into your promoter account).

**Sunshine ARTIST** 50TH ANNIVERSARY FORT ARMSTRONG Folk Festival AUGUST 5-8, 2021 • THURSDAY - SUNDAY KITTANNING RIVERFRONT PARK ENTERTAINMENT • FIREWORKS • CAR CRUISE ARTIST AWARDS • AND MUCH MORE!

FIND AN EVENT REVIEW AN EVENT SUBMIT AN EVENT MAGAZINE ARTICLES **ACCOUNT**

Submit an Event Listing Advertisement

9. Click on your highlighted promoter name.

**Your Account**   **Your Bookmarks**   **Your Event Listings**

## Your Account

Promoter: [Diana Test Account](#)

Password: [Change](#)

**LOGOUT**

**Edit your promoter information here** - email, contact name, etc.

This is your promoter. [Edit It](#) or [Create a new Show](#)

**If you have more than 1 show a year, enter your next one here**

## Diana Test Account

| SHOW                                  | LAST EVENT  | NEXT EVENT                |
|---------------------------------------|---|---------------------------|
| <a href="#">Rocks, Ducks and Cars</a> | <b>Click here if you would like to see the information listed about your show. See (a) below.</b> | <a href="#">2/10/2022</a> |

This event is not publicly visible because its payment has not been processed yet.

**[Retry Payment](#) or [Edit this Listing](#)**

Applications Open  
now

If you see that it says **Retry Payment**, please email us at [support@sunshineartist.com](mailto:support@sunshineartist.com) and we can check your account.

If you would like to edit the event listing as seen on the page, [click here](#).

Event Starts  
2/10/2022

## Rocks, Ducks and Cars

*Location:*  
[Taylor Field in Iola, Wisconsin](#)

*Application Fee:*  
\$0.00

*Website:*  
[www.jpmediallc.com](http://www.jpmediallc.com)

*Promoter:*  
Diana Test Account

This show has all the rocks, ducks and cars that you could ever possibly want

### Event Details

*Start Date:* 2/10/2022  
*End Date:* 2/12/2022

### Promoter Info

*Promoter:* Diana Test Account  
*Contact:* Diana Jones