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 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.

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

3. Go to www.sunshineartist.com and click on [Login] in the far-upper right corner.
    Enter your email and the new password you just created.

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*

Rocks, Ducks and Cars

Description*

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

Website

www.jpmediallc.com

Public Admission Fee

not to be confused with the exhibit or application fees below

Estimated Public Attendance

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 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).

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
Rocks, Ducks and Cars	Click here if you would like to see the information listed about your show. See (a) below.	2/10/2022

If you see that it says Retry Payment, please email us at 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.

Applications Open now

Event Starts 2/10/2022

Rocks, Ducks and Cars

Location:	Application Fee:	Website:	Promoter:
Taylor Field in Iola, Wisconsin	$0.00	**www.jpmediallc.com**	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