



Maintaining your page and listing events on GoTonight.com.

Table of Contents

Signing In.....	1
Venue OR Artist Page Already Set up on GoTonight.....	1
Venue OR Artist Page NOT Set up on GoTonight and Needs Added.....	2
Profile Notes.....	2
Google Maps.....	3
Listing Events.....	4
Artist Notes.....	5
Venue Notes.....	5

Signing In

If your venue or band page is already registered on GoTonight, sign in using your ID and password. At the bottom of every page on GoTonight.com you will find the Artist and Venue Sign Up links. Below are steps for bands and venues which are already set up on GoTonight and another set of instructions for those that need to add themselves.

[Venue Sign in](#) | [Artist Sign in](#) | [Contact GoTonight](#) | [Advertise on our site](#) | [GoBooking with Sheree Talent Agency](#)

© 2022 - GoTonight - Helping You Find Local Live Music. All Rights Reserved. GoTonightSM & WhereWillWeGoTonightSM are service marks of GoTonight, LLC

Please contact your GoTonight Rep or write to info@gotonight.com if you need help with any of the instructions outlined below. We strive to improve!

Venue OR Artist Page Already Set up on GoTonight

Use the left side of the "Sign In" screen if your page is already listed on GoTonight and you know the ID/password. If you do not know your UserName or Password then use the "Forgot Password" procedure outline here:

 Sign In	 Register
User Name: <input type="text"/>	Venue Name: <input type="text"/>
Password: <input type="password"/>	Contact: <input type="text"/>
Forgot Password?	Address: <input type="text"/>
<input type="button" value="Login"/>	

1. Click on "Forgot Password" and enter your Username OR or Band/Venue Name when prompted. Do not enter both!
2. The next screen will either 1) tell you a reset password link is being sent to the email address listed on the account, or it might instruct you to pick the desired account from a list if more than one account has a similar name.



3. Next, GoTonight will inform you that an email has been sent to the email address on record so you can verify that it arrives OK. READ this screen carefully, it will tell you the email address we have recorded in GoTonight for your account. You will have 15 minutes to reset the password before the email link expires. If the email address is invalid or obsolete then please contact GoTonight for help.
4. The password reset email should arrive in within a minute or two. If you do not see the email in your InBox then double check that you are searching in the email account referenced in step 3 above. If you are in the right email account, and you still don't receive the email in your InBox, then check SPAM and if you are a GMAIL user you might need to check your Promotions Tab in GMAIL. Contact GoTonight for help if you still don't see the email.
5. READ the email carefully. It will tell you the UserName that you will need for logging in. Use the Password Reset link provided in the email to reset your password to what you want between 6 and 16 characters long. Must contain one or more uppercase letters and one or more numbers.
6. Then log in using the left side of the screen on the Venue/Artist Sign In Link. After signing in successfully you will see red tabs at the top for Events, Profile, Logo, Password, and Logout. You are free to change your UserName, email address, password, and other profile information. **Most importantly, you can list your upcoming shows and add/update a logo or picture for your page!**

Venue OR Artist Page NOT Set up on GoTonight and Needs Added

Use the right side of the screen to "Register" a new venue or band page. Fill out the form, remember your UserName and password. Then return to the Sign In screen and enter your UserName and password on the left side. After signing in successfully you will see red tabs at the top for Events, Profile, Logo, Password, and Logout. You are free to change your UserName, email address, password, and other profile information. **Most importantly, you can list your upcoming shows and add a logo or picture for your page!**

Profile Notes

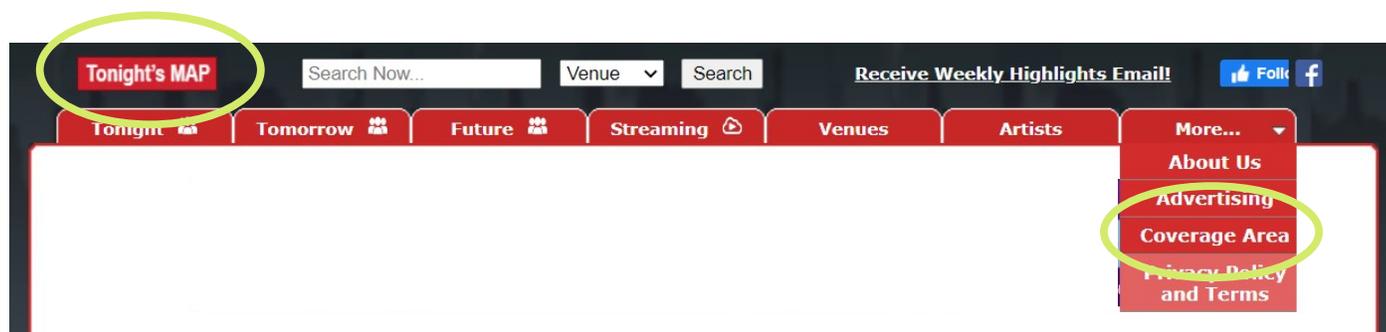
The Profile tab allows you to set up a link to your proprietary website or Facebook page. The Email Address field should be a valid email address. Email addresses are important to GoTonight business procedures. They are automatically added to the Friday Highlights Newsletter distribution list and we use them to contact you now and then for business matters. Also, for bands they can update their profile information to include a video link and a tip jar link. Always be sure to click on the "Update Profile" at the bottom of the page to complete the process.





Google Maps

One of the advantages to using GoTonight is the automatic Google Map link to venue addresses. Our maps are very useful to patrons looking for events in the same proximity. A Google Map link appears on each Venue page. If the map marker does not appear as desired on your Venue page please contact a GoTonight Rep for help. In addition, venue locations are displayed on Tonight's Map and the Coverage Area Map which are available on the GoTonight Home page:



GoTonight also provides readers with an Android and iOS app available in the App Stores as "GoTonight Mobile." These apps display shows as a map view of where Today and Tomorrow events are listed. Here are links to the apps in the respective stores... they are FREE! Download one today!

[Android](#)

[Apple iOS](#)



Listing Events

When signed in to your page on GoTonight, use the Events tab to add Events!



Enter the event date, start and end times. Select the artist/venue from the drop down list. The screenshots below are for a venue page, which is why the prompt is for an Artist name. It works the same for Artists, their drop down list will be Venue names.

Add Event	Update Event
Event Date: <input type="text"/> from <input type="text"/> to <input type="text"/>	Event Date: <input type="text" value="10/5/2022"/> from <input type="text" value="5:30pm"/> to <input type="text" value="9:00pm"/>
Event Title: <input type="text"/>	Event Title: <input type="text" value="Solo show"/>
Artist Name: <input type="text" value="Type Artist Name"/>	Artist Name: <input type="text" value="Jimmy Griswold"/>
Repeating Event: <input checked="" type="radio"/> One Time Only <input type="radio"/> <input type="text" value="--"/> Days <input type="radio"/> <input type="text" value="--"/> Weeks	Cover: \$ <input type="text"/>
<small>Max days is 7. Max Weeks is 6. Write-in artists not in the drop list can only be registered for one show. Repeating events can be added for artists that have a profile in GoTonight.</small>	Smoking?: <input type="text" value="No"/>
Cover: \$ <input type="text"/>	<input type="button" value="Update Event"/>
Smoking?: <input type="text" value="Yes"/>	<input type="button" value="Delete Event"/>
<input type="button" value="Add Event"/>	

The Event Title is OPTIONAL! No need to write anything in this box unless you are having a special event such as a fundraiser, festival, anniversary party, etc. Some Artists perform as both a full band or a solo/duo show. You can use the Event Title box to clarify this as seen above.

The Cover charge field is OPTIONAL. No need to put something in this field unless desired.

The Smoking option can be updated as desired. The default setting is set on the Venue Profile tab.

Click on the "Add, Update, or Delete Event" button to finish and save your updates.

NOTE: Events can be deleted by clicking the DELETE button "Update Event" screen. It is strongly encouraged that you delete events or update them when plans change. People notice and report it to GoTonight when they drive a long way to see a band and then the schedule is different.



Artist Notes

Being a realist, not all venues are in the GoTonight database. Sometimes an artist may desire to add an upcoming show at a venue which is not available in the drop down list. When this happens it is advisable to contact GoTonight and ask to have the venue added. Always happy to help! (At the current time we only add venues in Central Florida.)

Venue Notes

When adding events, sometimes the Artist is not in our system and the Artist Name does not appear in the drop down list. Although not desirable, when this happens you may choose to write in the artist name in the box. We call these entries "write-ins."

NOTES:

- The repeat event function will not work for write-ins. This is a good reason to reach out to Artists who have repeating weekly or daily events at your venue. So much easier to add their repeating events when they have a profile page on GoTonight. You can add up to 6 repeat events at a time.
- Write-in Artist names cannot be searched on GoTonight.
- It is advisable to encourage Artists to have a GoTonight profile page so that events will appear on both band and venue pages (double visibility) regardless of who lists the event.
- Another good reason to have Artist profiles on GoTonight is that provide a much better experience for GoTonight readers so they can make more informed decisions before going out.