

# EXPERIENCE BRAMPTON

## ***INTRODUCING EXPERIENCE BRAMPTON EVENT WEBSITE***

ExperienceBrampton.ca is your online destination for arts, culture, community events and more in Brampton. The website features a comprehensive list of events and activities including stage performances, exhibits, special events, festivals, sports, workshops, experiences and more with direct links for ticket sales available. All events are searchable by venue, date, categories and themes, keywords, location and more, showcasing the full breadth of things to do in Brampton.

Promote your events for FREE by submitting your event! Connect with your community, increase your reach and grow new audiences by adding your event to ExperienceBrampton.ca.

### ***Experience Brampton accepts:***

- Events that are open to the public and of interest to Brampton residents and visitors.
- Events located in Brampton (L postal codes only).
- Events and activities that fall under one of the following categories:
  - Stage
  - Music
  - Festivals & Events
  - Visual Arts, Media & Design
  - Culture & Heritage
  - Sports
  - Experiences & More

### ***Experience Brampton does NOT accept:***

- Events located outside of Brampton
- Garage, yard, estate or bake sales
- Sales or promotions including pop-ups and activations; whose primary purpose is to sell or promote products or services
- Political rallies
- Religious/worship services
- Happy hours, exhibit etc.).
- Business to business events, private corporate events and conferences
- Private festivals or events that are not open and accessible to the public (online or in-person)
- Is the same as the regular business offering or a regularly occurring event
- Events that are contrary to any laws, regulations or City of Brampton policies.

Looking for an additional resource? Submit your events to the online Festival and Events Calendar on Brampton.ca.

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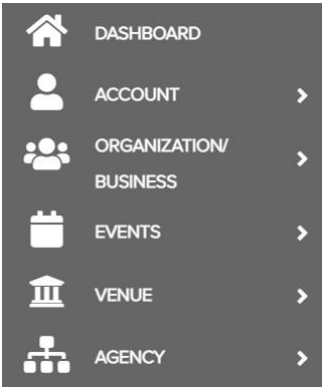
## Ready to get registered?

We invite you to visit [www.experiencebrampton.ca](http://www.experiencebrampton.ca)

Click on “**Submit an Event**” to transfer to the Now Playing Toronto website to register for an account.

After you are registered, you will need to create an Organization/Business profile before you can begin posting events and/or venue information. If your organization runs a venue, it is recommended that you add the Venue after you create your Organization Profile. It will take approximately 1 business day to have your Organization/Business profile and Venue approved by the administrators of the site.

Once you have logged in, click on “My Account”. This will bring you to the User Dashboard.



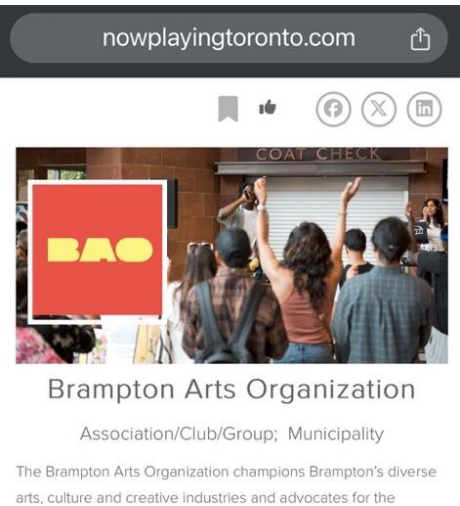
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### To create an organization/business profile

Click “**Organization/Business**” and “**Add New**” to add your organization/business information and submit. To fill out your profile, you will need to have prepared a description of your organization, your address, your website and social media links and images and contact information for administrative purpose. **To learn more, visit the User Guide [here](#).**

**TIP** - PRIMARY IMAGE should be a square image of your logo in .jpg, .png, or .jpeg format and less than 1.46 megabyte in size. This is the image that will appear in the directory of all the organizations.

You have the option of adding a COVER IMAGE for your profile page. When selecting the image, take into consideration how the page will look on mobile as the PRIMARY IMAGE will cover the left-hand side of the COVER IMAGE. The dimensions for the COVER IMAGE should be 600x400 and less than 1.46 megabyte in size.



Once you have completed your profile, you will submit it for review. It takes approximately, one business day to process and you will receive an email confirmation that your profile is live. Once your Organization/Business profile is active, you can begin submitting Events.

If any of the details for your organization change or you need to make updates, you can manage your edits in the User Dashboard at any time!

### To submit an event

Click “**Events**” and “**Add New**” to add your event information and submit.

To learn more about how to post your events, visit the User Guide [here](#).



### **Event Listing Approval Process**

Your event will not be automatically added to the calendar. It will first go through an approval process by the website admin team to make sure it meets the calendar policy. You'll be notified if your event isn't approved by the team at Now Playing Toronto. Now Playing Toronto and Experience Brampton reserve the right to approve or deny any submitted events and make any minor edits to event information as needed.

If any of the details for your event change or you need to make updates, you can manage your edits in the User Dashboard at any time!

We recommend that you submit your event listing at least five weeks prior to the event's start date for optimal promotion.

Events will be generally approved within 5-7 business days.