



In addition, we suggest submitting your Final Friday events to the below channels:

[KMUW](#)

Email info@kmuw.org or [submit online](#)

[KWCH](#)

Email esmanagers@event-source.com

[Visit Wichita](#)

Submit online at <http://www.visitwichita.com/events/submit/>

[CityArts E-List](#)

Email <mailto:cityartsfeedback@wichita.gov>

[Wichita Eagle](#)

Submit online at <http://events.kansas.com> by clicking the “Add Event” button on the top right

Keep in mind, WDDC does not choose who is listed in the “Go” section of the Wichita Eagle. Any questions regarding this can be directed at the Eagle directly. View following pages for more info on submitting events to Wichita Eagle.

[Final Friday Facebook page](#)

Post your event on the page and the Final Friday Admin will share it on the page timeline.

More info on next page

More info on Wichita Eagle GO! Events

GO! Events is a free, online calendar for venues throughout the Wichita area to use as a promotional and information tool. Venues can add as many events as they like, whenever they wish.

Be sure to be a registered user of Kansas.com before trying to use GO! Events.

Please follow the step-by-step instructions below to make your GO! Events experience easier:

Open a web browser.

Type in events.kansas.com in the URL bar at the top.

Click “add to our listings” on the right-hand side of the page.

Click “Create Your Event.”

- For Final Friday submissions, please include the words “Final Friday” in the event name. For example: “Final Friday: Name of Your Event.”
- For all other events not submitted for Final Friday, simply type the name of your event.

Continue to fill out the form. For Final Friday submissions, be sure to set the start and stop times, include the venue name and address and the information of the featured artist(s) and/or exhibit name.

- Not all venues will already be in GO! Events. Feel free to add your venue by following the prompts.
 - To create a new venue, you must first search for it.
 - Type in the name of the venue you are looking for and click “Search.”
 - If your venue does not show up, click “Create a New Venue.” This will take you to a new screen with another form.
 - Fill in the appropriate fields with accurate information for the venue.
 - After the form is completed, click “Save and Continue.”
 - You will then be redirected back to your form. All the information you entered for your event will still be there.

Once the venue is selected or created, click “Submit Event.”

To double-check that your event has been published online or how the information appears to the community, go to events.kansas.com/listings.

Click “Find Your Event.”

Type in the name of your venue, and then click “Search Venues.”

Find the search result for your venue (there will normally only be one or two but choose the one with the correct address).

Click “Select Venue” to the right of your venue listing.

Your event will be listed below if it has been added correctly. You can click on the name of your event to see how it looks to other users. You can also edit your event from this page.

If you know you typed in all your information and clicked submit but your event does not appear, try clicking “Search Venues” then “Select Venue” again. If it still does not appear, contact The Wichita Eagle.

Things to remember:

- An event can take up to an hour to appear after submitting.
- Be sure to include all the required information.
- Have your event submitted at least a week prior to the final Friday of each month to be considered for print in the GO! section on Fridays. All other events can be added as early or late as you like.
- Not all online event submissions will run in the print newspaper. The Wichita Eagle will select which events to run based on space and other factors.