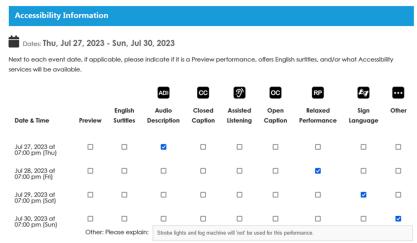
## **FAQs**

## Where is my event's accessibility information located?

Accessibility information has been moved from its section at the bottom of event listings to its own dedicated pop-up. Just click the 🖸 button at the top of event pages and on search results and categories to bring up the accessibility pop-up.

# How do I specify individual performances with accommodations within longer event listings?

The event submission form is now a three-step process, with the second step being a dedicated accessibility page. The top of that page should have a series of checkboxes for each of your performances and the accessibility options that can be signified. Check the boxes that apply and those performances will be called out in the accessibility pop-up.



### I've already added accessibility information for my venue. Does it carry over?

Yes. We've expanded our accessibility section to include more text space and new options, but any accessibility boxes already checked will still be displayed. We encourage you to go back in and add more details in the expanded text section. Contact <u>nates@artsboston.org</u> if you need access to your venue page.

#### What accessibility information do you need from venues?

These are all the checkboxes you can add to your venue, as well as space for text for each one.



# Do I have to add venue accessibility information to every event?

Absolutely not! If the info is on the venue page, it will automatically display on all event pages at that location, so long as the venue is tagged in the event post. Individual show-specific accessibility needs to be added each time.

# We offer accommodations that aren't represented on the icons? Where do I include it?

Any additional services not represented by icons can be elaborated on in the "general accessibility information" text box on step 2 of the event submission page. You can also link to a separate accessibility page from that space.

## We don't have accessibility information to add. What should I do?

We encourage all uploaders to be as thorough and detailed with accessibility information as they can, but we also understand that not all organizations may have said information. Accessibility information as of now is not required for event listings, but recommended so that your event can reach the widest audience possible.

# Other questions? Email Nate Shu at nates@artsboston.org