

# Orange County Arts & Cultural Affairs – Arts & Culture Calendar for Cultural Tourism funded events – HOW TO prepare a listing of events posted on the online calendar, with category code OCACA. - 11/4/24

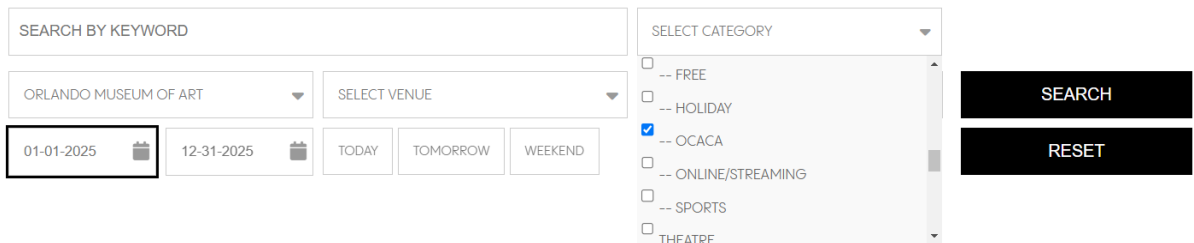
1. Go to Arts & Culture Calendar [calendar.unitedartsfl.org](https://calendar.unitedartsfl.org), or select from the UA website



2. Enter the organization name, the event start and end dates (OK to list all within 1/1/25 through 12/31/25, and Select Category of OCACA, as in the example below. Then press the SEARCH button.

## DISCOVER ARTS & CULTURE IN CENTRAL FLORIDA

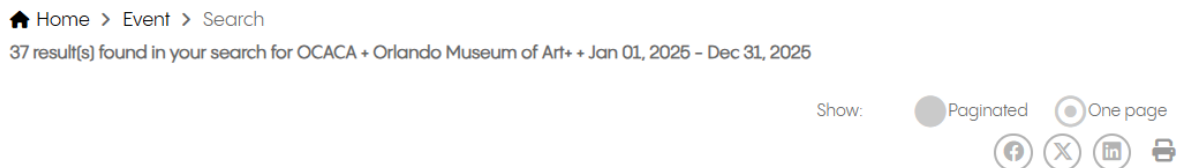
### FIND AN EVENT



### FEATURED EVENTS

Discover arts & culture in central Florida!

The search results will show as:



3. Select the radio button next to One page, instead of the default Paginated (shown above). And then select the printer icon.
4. The layout will prepare, print ready. You can select Save to PDF. The PDF will spool and show up in your download files, usually at the top right of your toolbar. Click on the top item, downloads, and select the most recent document, the PDF can be saved to your files, and uploaded to the grant portal. – OR –

If events are not listed, you may not have included the category OCACA.

Log into your account to edit and resubmit. **For questions, contact [Samantha@UnitedArtsCFL.org](mailto:Samantha@UnitedArtsCFL.org).**

