The Abaton Calendar: User Guide

Copyright © 2021 Abaton

MAIN PAGE

Welcome to the Main Page. At the top of the page, you will see the menu bar that will direct you to different parts of the site. These options are: **Home, Events, Posts, Help/Contact us, My Account, Log Out, and a Search Icon.**

HOME   EVENTS ⌄   POSTS   HELP/CONTACT US ⌄   MY ACCOUNT   LOG OUT   Q

Home takes you to the main page. **Events** lets you view and create new events for the site. **Posts** is all of our blog posts and helpful articles on different voice over subjects. **Help/Contact** allows you to reach us with any questions that you may have. **My Account** lets you manage your personal account with us. **Log Out** lets you log out of your account. And the **Search Icon** lets you do quick searches for any information on our site regarding events and posts.

Below that, you will find a large banner that cycles through the events of the day.

Underneath the banner there is the main search bar that can be used to find specific events and posts on the site. The search bar can be set to three different settings: Global Search, Events Search, and Past Events.
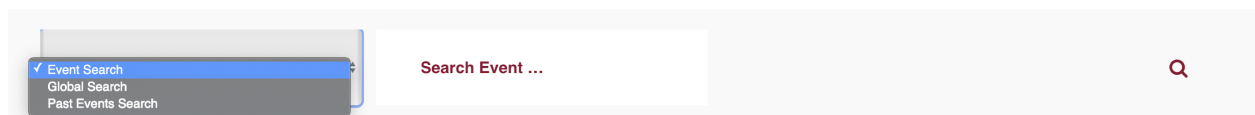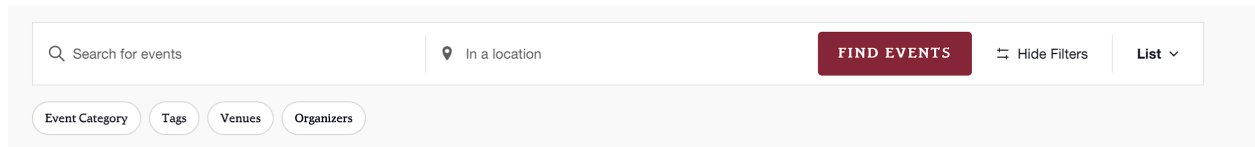

Global Search: Searches the entire site for events, blog posts, etc...

Event Search: Searches current and upcoming events only.

Past Events: Searches through past events only

NOTE: The search bar will only search for key words in the titles or bodies of posts. It will not search links, tags, categories, etc… To do so, you will need to select the List View option under Events and select which option you would like to use to search.

You can search under multiple options this way i.e. tags and event categories, but you can only select one option per category.

NOTE: Please keep in mind that password protected events do not show up in Global Searches.

As you keep moving down the page to the right you will see links to the upcoming events from the banner, and our featured event of the month.
To the left are some selected Posts, which are handpicked articles and blogs we feel are valuable to the voice over community.

At the very bottom of the page you will find About Us, Testimonials, FAQs, and our social media handles.

EVENTS

Events are divided up into six different categories.

LIST VIEW - a list of all of the events starting with the current date

MONTH VIEW - a list of events happening only in the current month

WEEK VIEW - a list of events happening only in the current week

DAY VIEW - a list events that are happening only in the current day

PAST EVENTS - a list of events that have happened in the past, starting with the most recent.

MY EVENTS - a list of events you have created and submitted.

To view a list of upcoming events you can choose Day, Week, Month, or List Views to see what is coming up. To review past events, click on past events, and it will take you to a list of former events.

Underneath the viewing options is the Add Event link which will take you to the form to fill out to submit your own events.
**Note: You must register as a user on Abaton in order to create your own event.

If you would like to become a user contributor and you have not done so already, you can click the "Login / Register" button at the top of the screen. This will allow you to create an account where you can create your own events and submit them for approval.

Subscribing To An Event

If you find that you like a particular event, organization, or host you can subscribe to them and receive updates whenever they post a new event. To do so click on the event and scroll down. On the left side of the page you will see a Subscribe option for either the host(s), the venue, organization, or all three depending on your needs and preferences.

VENUE

📍 **Online via ZOOM**

View all events of this venue >>

SUBSCRIBE TO VENUE

ORGANIZERS

Linda Bruno

Phone:	+1 (516) 752-2787 x218
Website:	Visit Organizer Website

View all events of this host >>

SUBSCRIBE TO HOST

You will then be asked where you would like to receive your notifications. Click on the option that best suits your needs and click subscribe. It will then be saved under your Accounts.
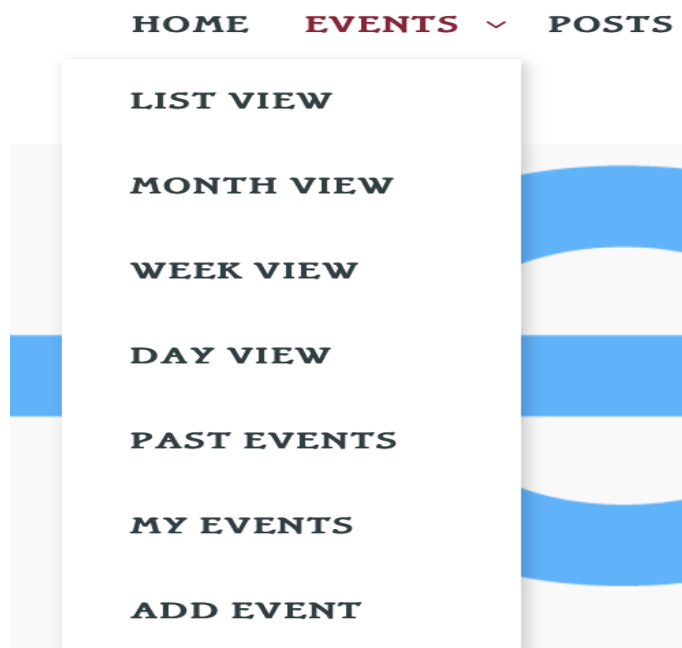
Get Notification Via ✕

☐ Email
☐ SMS

SUBSCRIBE

Creating an Event

To add a new event to Abaton, you must first fill out the form requesting all of the important information. This is the step by step process outlining what information you will need to create an eye-catching event. To find the form click on the **Events** option and the top of the main page and select **Add Event**.
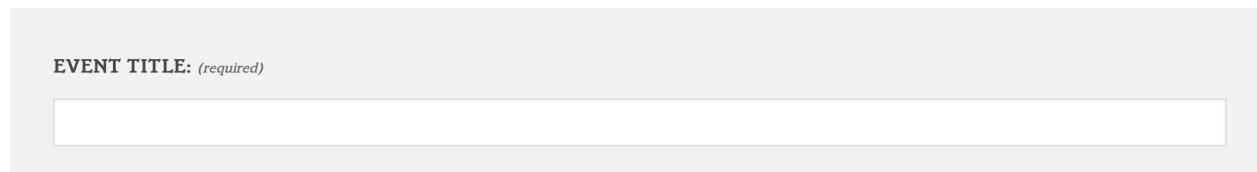
HOME   EVENTS ⌄   POSTS

LIST VIEW

MONTH VIEW

WEEK VIEW

DAY VIEW

PAST EVENTS

MY EVENTS

ADD EVENT

NOTE: ABATON IS NOT AN AUDITION SITE, SO PLEASE REFRAIN FROM POSTING AUDITIONS FOR PROJECTS.

NOTE: We encourage you to always check to see if your events might already exist on the calendar (for instance, if a co-organizer or site admin posts them first or as part of a recurring series), and to always coordinate which organizer will be submitting the event to the calendar, to avoid duplication.

Title

The first piece of information that you input for your event will be the title.

EVENT TITLE: *(required)*

The title is your event's calling card. It should be brief (no more than twenty-seven characters long), but still give people an accurate idea as to what your event is about.
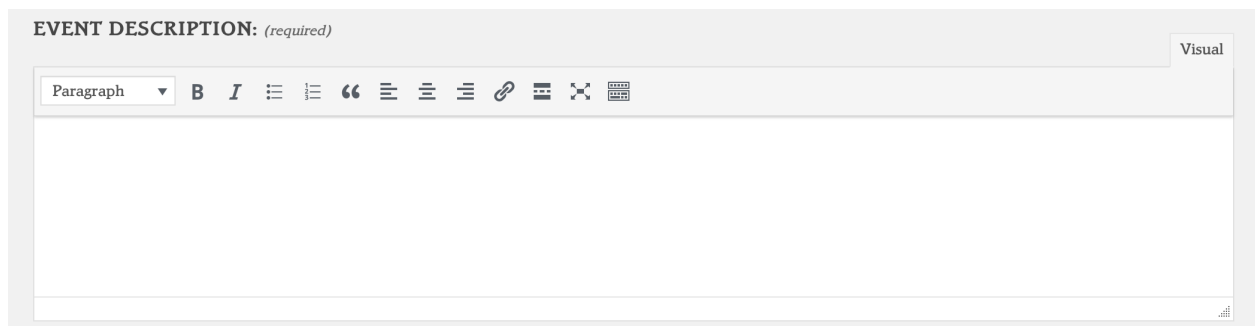
EX: Bob's Bonanza Commercial Workout

Titles cannot exceed fifty-five character in length. If you do have a longer title, be sure to keep the most important information within the first twenty-seven characters.

EX: Bob's Bonanza Commercial Workout: Hosted by Bob and Sally Bonanza

Since we already have a "Who" in the beginning of title (Bob), the "What" (Commercial Workout) becomes more important in this title than Sally and Bob's hosting status.

Event Description

Event description is your Who, What, Where, When, and Why. It is an opportunity for you to flesh out the details of your event including but not limited to, Who is headlining, What the event is for, Where it is taking place, When the event is, and Why people would be interested in going.

EVENT DESCRIPTION: *(required)*

Visual

Paragraph ▾ **B** *I* ≔ ≔ ❝ ≡ ≡ ≡ 🔗 ☰ ⤢ ▦

Feel free to present your event in creative and fun ways. But please remember that Abaton is a family friendly site. We will remove posts that are deemed offensive.

If you would like to include HTML text formatting elements in your event description, such as bold text, italic text, text colors and sizes, and URLs, please contact us for assistance.

Event Time and Date

The Time and Date is directly below your Event Description. Click on the boxes to select the date of your event and the time that it begins and ends. The date box will open up a calendar and you can select the day of your event by clicking on the corresponding number within the calendar.

NOTE: If your event does not have a designated ending time such as a social gathering, or meet and greet, etc…then leave the Ending Time box blank. Your post will only show when your event begins.

Please remember to set the time of your event to the appropriate time zone. Click on the Time Zone box on the far right.
The bar will drop down giving you the option to type in the city where your event is occurring. If your city does not come up in our listing, then you can scroll to find a city that is in the same time zone as your event.

EXAMPLE: Your event takes place in San Diego, but San Diego is not listed in the drop down menu, so you would choose Los Angeles instead.

If you don't want to enter your time zone by city, then you also have the option to choose by Coordinated Universal Time. To find the appropriate UTC click on the time zone box and scroll towards the bottom and click on the UTC option appropriate for your event.

Scheduling Multiple Days

If your event runs multiple days click on the **Schedule Multiple Events** button below the time and date.

You can then choose the option that best fits your event.

Daily Events

To set up an event that occurs daily, you would click on the **Daily** option below.

EVENT TIME & DATE

Start/End: *(required)*   2020-10-27 | 8:00am | TO | 5:00pm | 2020-10-27 TIMEZONE: AMERICA/LOS_ANGELES ✎

☐ ALL DAY EVENT

Event Series: DAILY WEEKLY MONTHLY YEARLY ONCE   ☐

EVERY 1 ▲

[blank]

1

2

AT TH   )0AM

3

SERIES E   ▼ 2020-10-27

4

AN EVE   T 8:00AM, REPEATING UNTIL OCTOBER 27, 2020

5

▲

SHOW [6

ADD M

Event will not occur: ADD EXCLUSION

Recurrence Description: [   ]

If your event is happening on consecutive days, leave the **Every** option as is. If it is happening every two days, click the drop down menu and change the number to Two, every three days, Three, etc..

EVENT TIME & DATE

Start/End: *(required)*   2020-10-26 | 8:00am | to | 5:00pm | 2020-10-26   Los Angeles   × ▼

☐ All Day Event

Event Series: Daily Weekly Monthly Yearly Once   🗑

Every 1 ▼

At the same time: ▼ 8:00am

Series ends on ▼ 2020-10-26

An event every day that begins at 8:00AM, repeating until October 26, 2020

▲

Show Details

ADD MORE EVENTS

Event will not occur: ADD EXCLUSION

Recurrence Description: [

Below the **Every** option is the **At** option. This is to change the time of your event. If your event is happening at the same time every day, then you can leave the setting as is. If however, your event is happening at a different time click on the **At The Same Time** drop down menu and select **At A Different Time**, and change it to the correct time that event occurs.

To give your series an end date, click on the **Series Ends** drop down menu, and select **On** of you're going to select an end date, **After** if it ends after a certain number of events, or **Never**, if it is a series with no definitive ending.

If you select the **On** option, click on the date menu next to it and select your end date from the calendar.

If you selected the **After** option, click on the box next to it and type in the number of events that will take place.

If you selected the **Never** option, then you can leave everything as is, and your event will reoccur into infinity until otherwise changed.

Weekly Events

If your event runs weekly, click on the **Weekly Button**. You will notice that your menu changes slightly, but some options remain the same.

EVENT TIME & DATE

Start/End: *(required)*	2020-10-27 8:00am TO 5:00pm 2020-10-27 TIMEZONE: AMERICA/LOS_ANGELES ✎
	☐ ALL DAY EVENT
Event Series:	DAILY WEEKLY MONTHLY YEARLY ONCE ☐
	EVERY 1 ▼
	ON S M T W T F S
	AT A DIFFERENT TIME: ▼ 8:00am TO 5:00pm THE SAME DAY ▼
	SERIES ENDS AFTER ▼ 1 EVENT
	AN EVENT EVERY WEEK THAT BEGINS AT 8:00AM ON TUESDAY, HAPPENING 1 TIMES
	▲
	SHOW DETAILS
	ADD MORE EVENTS
Event will not occur:	ADD EXCLUSION
Recurrence Description:	

As in the Daily Events you can select how often your event occurs with the **Every** drop down menu i.e. every one week, two weeks, three weeks, etc…

Next select which day of the week your event will occur on.

As in the Daily Events you can decide if your event happens at the same time, or a different time, and when your event ends.

Monthly Events

If your event runs once a month, select the **Monthly Button**.

As before the menu changes slightly with some options staying the same.

EVENT TIME & DATE

Start/End: *(required)* `2020-10-27` `8:00am` TO `5:00pm` `2020-10-27` TIMEZONE: AMERICA/LOS_ANGELES ✏

☐ ALL DAY EVENT

Event Series: DAILY | WEEKLY | **MONTHLY** | YEARLY | ONCE ☐

EVERY `1` ▼

ON `THE SAME DAY:` ▼ THE 27TH DAY OF THE MONTH

AT `THE SAME TIME:` ▼ 8:00AM

SERIES ENDS `AFTER` ▼ `1` EVENT

AN EVENT EVERY MONTH THAT BEGINS AT 8:00AM ON DAY 27 OF THE MONTH, HAPPENING 1 TIMES

▲
SHOW DETAILS

ADD MORE EVENTS

Event will not occur: **ADD EXCLUSION**

Recurrence Description: [   ]

As in the Daily and Weekly Events, you can select how many times your event happens i.e. every one month, two months, three months, etc …

Below that you select if your event happens on the same day every month or on a different day, and what time. If your event occurs on a different day, click on the **Same Day** drop down menu and select **Different Day** from the menu.

EVENT TIME & DATE

Start/End: *(required)* `2020-10-27` `8:00am` TO `5:00pm` `2020-10-27` TIMEZONE: AMERICA/LOS_ANGELES ✏

☐ ALL DAY EVENT

Event Series: DAILY | WEEKLY | **MONTHLY** | YEARLY | ONCE ☐

EVERY `1` ▼

ON `A DIFFERENT DAY:` ▼ THE `FIRST` ▼ `MONDAY` ▼

AT `THE SAME TIME:` ▼ 8:00AM

SERIES ENDS `AFTER` ▼ `1` EVENT

AN EVENT EVERY MONTH THAT BEGINS AT 8:00AM ON THE FIRST MONDAY, HAPPENING 1 TIMES

▲
SHOW DETAILS

ADD MORE EVENTS

Event will not occur: **ADD EXCLUSION**

Recurrence Description: [   ]

This will give you the option to change on which day your event will take place i.e. the first Monday of every month.

Moving down is the option to change what time your event takes place. As in the Daily and Weekly

Events you would click on the **The Same Time** drop down menu, select **A Different Time** option, and change what time and which day the change would occur.

And finally, as in the previous Events, we have the **Series Ends** options. Like before you would click on the drop down menu, select **On, After, or Never**, and adjust the numbers and dates accordingly.

Yearly Events

To create an event that happens annually, click on the **Yearly Button**. Notice how the menu changes again.

EVENT TIME & DATE

Start/End: *(required)* `2020-10-27` `8:00am` TO `5:00pm` `2020-10-27` `LOS ANGELES  ×  ▾`

☐ ALL DAY EVENT

Event Series: `DAILY` `WEEKLY` `MONTHLY` `YEARLY` `ONCE` ☐

EVERY `1  ▾` YEAR IN `× OCTOBER`

ON `THE SAME DAY:  ▾` THE 27TH DAY OF THE MONTH

AT `A DIFFERENT TIME:  ▾` `8:00am` TO `5:00pm` THE `SAME DAY  ▾`

SERIES ENDS `AFTER  ▾` `1` EVENT

AN EVENT EVERY YEAR THAT BEGINS AT 8:00AM ON DAY 27 OF OCTOBER, HAPPENING 1 TIMES

▲

SHOW DETAILS

`ADD MORE EVENTS`

Event will not occur: `ADD EXCLUSION`

Recurrence Description: [_____]

As in the previous Events, you can change the span of time that your events take place by clicking on the Every drop down menu and selecting the corresponding number i.e. every one year, two years, three years, etc…

Next to the **Every** drop down you can select what month your event takes place by clicking on the box and selecting the corresponding month from the drop down menu.

EVENT TIME & DATE

Start/End: *(required)* `2020-10-27` `8:00am` TO `5:00pm` `2020-10-27` `LOS ANGELES  ×  ▾`

☐ ALL DAY EVENT

Event Series: `DAILY` `WEEKLY` `MONTHLY` `YEARLY` `ONCE` ☐

EVERY `1  ▾` YEAR IN `× OCTOBER`

ON `THE SAME DAY:  ▾` THE 27TH DA | July

AT `A DIFFERENT TIME:  ▾` `8:00am` | August | DAY ▾

| September

SERIES ENDS `AFTER  ▾` 1 | **October**

AN EVENT EVERY YEAR THAT BEGINS AT 8:00AM | November | *PPENING 1 TIMES*

▲ | December

SHOW DETAILS

`ADD MORE EVENTS`

Event will not occur: `ADD EXCLUSION`

Recurrence Description: [_____]

As in the Events before, you can change the day and time of your event by clicking on the corresponding drop down menus and selecting the day and time you wish your event to be on, and then clicking on the drop down menu below it to enter when your event ends.

Once Events

If your event reoccurs only once or multiple times on non-corresponding days, select the **Once Button** from the menu. This will allow you to enter your event in multiple times (if need be) on non-sequential days.

If you want to select a different month than the one your original event is in, click on the **On** drop down menu, and select the date from the calendar.

If your event takes place at a different time then, as before, select the **Different Time** option in the **At** drop down menu and you will be able to enter in the new time of your event. By selecting **Different Time**, the option to select a day appears to the right of the drop down menu. This

option allows you to schedule your second event on the same day as your first at a different time, or to schedule it a number of days after the original event.

EVENT TIME & DATE

Start/End: *(required)* 2020-10-27   8:00am   TO   5:00pm   2020-10-27   LOS ANGELES   × ▾

☐ ALL DAY EVENT

Event Series: DAILY   WEEKLY   MONTHLY   YEARLY   ONCE   ☐

ON [   ]

AT   A DIFFERENT TIME: ▾   8:00am   TO   5:00pm   THE   SAME DAY   ▴

[   ]

same day

next day

2nd day

3rd day

4th day

▴

SHOW DETAILS

ADD MORE EVENTS

Event will not occur: **ADD EXCLUSION**

Recurrence Description: [   ]

Featured Image

A featured image is a required part of creating an event on the Abaton Calendar.

NOTE: As with everything else in Abaton, your image must be family friendly. You may not use copyrighted images without the express permission of the images owner. Any violations will be taken down immediately.
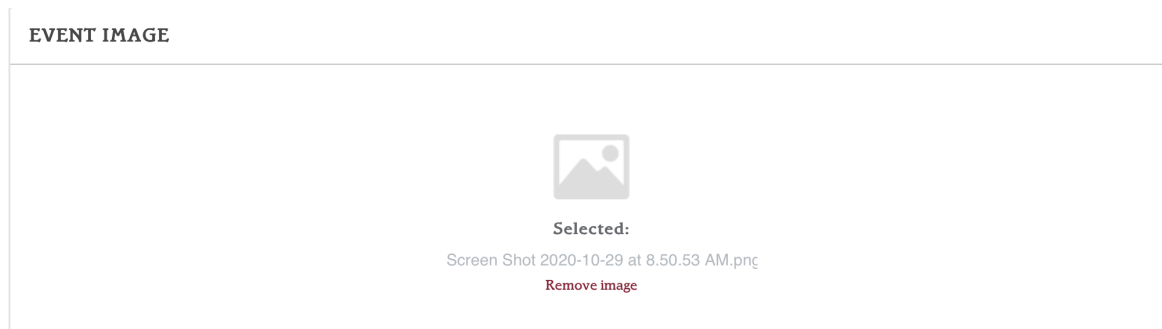
EVENT IMAGE

Choose a .jpg, .png, or .gif file under 40 MB in size.

CHOOSE IMAGE

To add an image to your event scroll down to the **Event Image** box and click on the **Choose Image Button**.

A box will pop up asking you to choose an image from your files. Select the image you wish to correspond with your event and click **Choose. Your Event Image** box will now look like this:

While the image will upload, you will not be able to see it until after you publish your event.

Event Categories and Tags

Event Categories and Tags are an optional field to use when creating your event. Like most social media, the more information you have, the easier it is for your event to be found. The Categories and Tags portion of creating an event gives you an opportunity to add new ways for your event to be searched.

Event Categories

An Event Category is an explanation as to what your event is i.e. workshop, class, social, etc… To add a category, click on the drop down menu in the **Event Category** and either choose from the list that drops down, or type in your own. To add more search options to your event, feel free to add multiple categories.

EVENT CATEGORIES

Search from existing categories

Agent/Guest Director Workshop

Art Festival

Awards Ceremony

Book fair

Class

Event Tags

An Event Tag narrows your search even further by adding key words to your event. What is your event about? Is it for commercial copy or character development? To find your tags, scroll down to the **Event Tags** box and click on the drop down menu to select your tags. If you cannot find the tag you need on our list, you can type in your own. As with the Event Categories, you can add multiple tags to your event.

EVENT TAGS

Search from existing tags
accent
accents
Accents/accent removal
acting
actors

VI

Venue Details

Every event needs a location, whether it's at an actual venue or online.
To enter into a venue scroll down to the **Venue Details** box and click on the drop down menu or begin typing in your event.

VENUE DETAILS *(required)*

Venue: Create or Find a Venue✕ ▼

Abaton has many locations already stored in its system including options for online gatherings, so please double check to see if we have the venue you're looking for.

VENUE DETAILS *(required)*

Venue:

Create or Find a Venue✕ ▾

Create or Find a Venue

Create or Find a Venue

My Venues

Hilton Universal

McGlohon Theater

ORGANIZER DETAILS

If we do not, type in your event and hit enter. You will then be prompted to enter in the locations address, phone number, and website.

VENUE DETAILS *(required)*

Venue: Create: Blerg Theater✕ ▾

Address: Enter a location

City:

Country: Select a Country: ▾

State or Province:

Postal Code:

Phone:

Website:

While it is helpful for you to fill out this section, it is not required if:

#1: The event is private and you do not want to give out the details on a public forum. If this is the case, please make a note in the Special Note section of the form stating "For Members Only".

#2: You do not have the necessary information for this field at this time.

If you do not have a location for your event as of yet, please select the TBD option from the dropdown menu, and updates to your event can be made later.

Special Note #1: If you fill out the venue's phone number, please confirm to the international standard format for writing phone numbers. (E.164 Formatting) Example:

The country code for the USA is +1, so write a USA phone number as +1 (XXX) XXXX-XXXX, for China it is +86. Write a phone number in China as +86 XXX XXXX XXXX.

Special Note #2: When creating a new venue, if you add the address in the first field, the google API will automatically offer you addresses that match. If you enter a custom address that doesn't match any of the options from the google database, it will still display on the event when it is published, but if someone clicks on the external link for that address to Google Maps, we can't guarantee there won't be any problems with the results.

Organizer Details

As with the venue, organizer details are required to entering your event into Abaton. Scroll down to the **Organizer Details** box and click on the drop down menu to scroll through our options, or begin typing.

ORGANIZER DETAILS *(required)*

| Organizer: | Create or Find an Organizer✕ ▾ | 🗆 |

ADD ANOTHER ORGANIZER

Abaton has many people and organizations already entered into its system, so make sure you check to see if we have who you're looking for before adding a new organizer into the system.

ORGANIZER DETAILS *(required)*

| Organizer: | Create or Find an Organizer✕ ▾ | 🗆 |

Create or Find an Organizer

Create or Find an Organizer

My Organizers

A Voz Academia de Expresion y Doblaje

Abacus Online

EVENT WEBSITE

If we do not have who you're looking for, type in the person or organization that is organizing your event into the box and hit enter. As in the Venue Details, it will bring up a prompt for information.

ORGANIZER DETAILS *(required)*

Organizer: [Create: Mr. Magoo✕ ▾]   ⬚

Phone: [   ]

Website: [   ]

Email: [   ]

The e-mail address will be obfuscated on this site to avoid it getting harvested by spammers.

[ADD ANOTHER ORGANIZER]

If the information is available to you, please enter in the organizer's phone number, website, and email address. This section is optional, but know that the information entered into Abaton is kept confidential and will not be used for any other purpose than this site.

If you have multiple organizers, click on the Add Another Organizer button and repeat the previous steps. You can add as many organizer's as you like. But, if you have many people or sponsors involved, we prefer that you keep it to the main one or two people or organizations for simplicity's sake.

ORGANIZER DETAILS *(required)*

⊞ Organizer: [Create or Find an Organizer✕ ▾]   ⬚

⊞ Organizer: [Create or Find an Organizer✕ ▾]   ⬚

Organizer Name: [   ]

Phone: [   ]

Website: [   ]

Email: [   ]

The e-mail address will be obfuscated on this site to avoid it getting harvested by spammers.

⊞ Organizer: [Create or Find an Organizer✕ ▾]   ⬚

Organizer Name: [   ]

Phone: [   ]

Website: [   ]

Email: [   ]

The e-mail address will be obfuscated on this site to avoid it getting harvested by spammers.

[ADD ANOTHER ORGANIZER]

Event Website

Event website is another optional field in that can be filled out. If your event has a website, adding this field will give your viewers an opportunity to get more information about you that you may not have been able to previously add in our event format.
To add your website, scroll down to the **Event Website** portion and simply type or copy and paste the link into the **External Link** box.

EVENT WEBSITE

External Link:

`Enter URL for event information`

Additional Fields

If there is any additional information you wish to add to your event such as Facebook or Instagram links, age restrictions, dress code, etc… then this is the place to do it.

ADDITIONAL FIELDS

Name:

Phone Number:

Dress Code:

Facebook:

Instagram:

Linkedin:

Age Restrictions:

Please refrain from adding any links that are inaccessible to nonmembers such as private Facebook groups. If you want nonmembers to be able to obtain more information on your event, please put it in the **Event Description** or **Special Notes** section.

Event Photos / Videos / Sound Clips

If you would like create a gallery of photos, videos, or sound clips related to your event, click the **Add to Gallery** button or **Add File** button, as applicable. File size for any media you upload is 40 MB. If you do run into any issues uploading your files, please contact us for assistance.

Event Photos

ADD TO GALLERY   Bulk actions

Event Videos
ADD ROW

Event Sound Clips
ADD ROW

Special Note

In this section you can add any final notes for your event that you were not able to enter in anywhere else i.e. Adults Only, Special Needs Accessible, No Food, etc…
Type your notes into the box provided and they will be added to your event.

Special Note (Ie; Adults only, No food please, No pets, etc.)

Submitting Your Event

To submit your event to Abaton, simply click on the **Submit Event** button at the bottom of the page. We will then review your event and contact you with any concerns or questions we may have before we formally publish it to the site.

Editing Your Event

If you ever need to go back and edit or update any information for your event such as venue information, or sold out tickets, click on **My Account** at the top of the Main Page to go to your personal account page.

In the side tool bar you will see an **Events** option. Click on it and it will take you to a list of all of the events you have created.

Select the event that you wish to edit from the list, and click on it to open it up. You can now update any information you'd like.

When you have finished updating your event, scroll to the bottom of the page and click the **Update Event** button, and your changes will be saved. You do not need further admin approval to edit your events. Once they are accepted and published, you can update them at will.
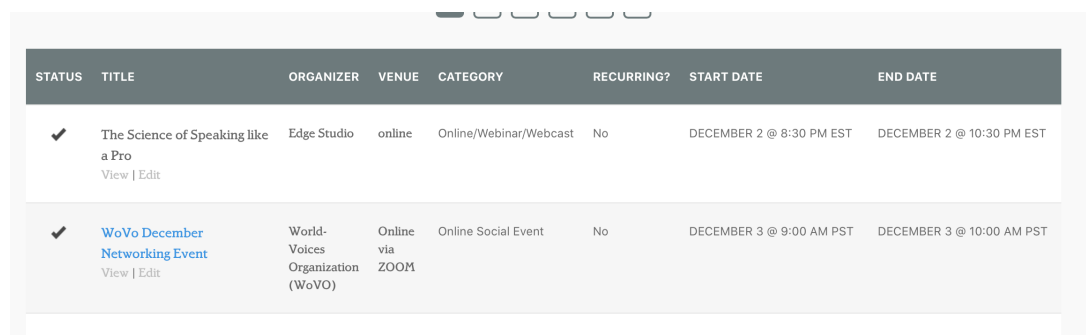
Editing Venues and Organizers

If you had to create an organizer or venue when making your event, we strongly encourage you to flesh out their information.

After you have submitted your event to your main menu and select **Events** and scroll down to the **My Events** option.

Select the event you wish to update from your list of created events.

Edit Venue

Once in the event, scroll down to **Venue Details** and select **Edit Venue**.

VENUE DETAILS *(required)*

Venue: Online via ZOOM✕ ▾   Edit Venue

Once you're in the venue section of your event, you will be able to add a detailed description of what your venue is, as well as their complete contact information.

Venue Description:

Visual

| Paragraph ▾ | B | *I* | ☰ | ☰ | 66 | ☰ | ☰ | ☰ | 🔗 | ☲ | ⤢ | ⌨ |

VENUE DETAILS (REQUIRED)

Address:

Enter a location

City:

Country: Select a Country:✕ ▾
State or Province:

Postal Code:

Phone:

If you wish to have a map of your location displayed along with your event, you can select the **Show Google Maps** and **Show Google Maps Link** at the bottom of the page.

Show Google Map: ☑

Show Google Maps Link: ☑

When you have finished entering in all of the information about your venue, scroll to the bottom of the page and select the **Update Venue** option. Your event will now show all of the new information that you have entered.

UPDATE VENUE

Edit Organizer

If you're updating an Organizer, scroll to the **Organizer Details** section of your event and select the **Edit Organizer** option.

ORGANIZER DETAILS *(required)*
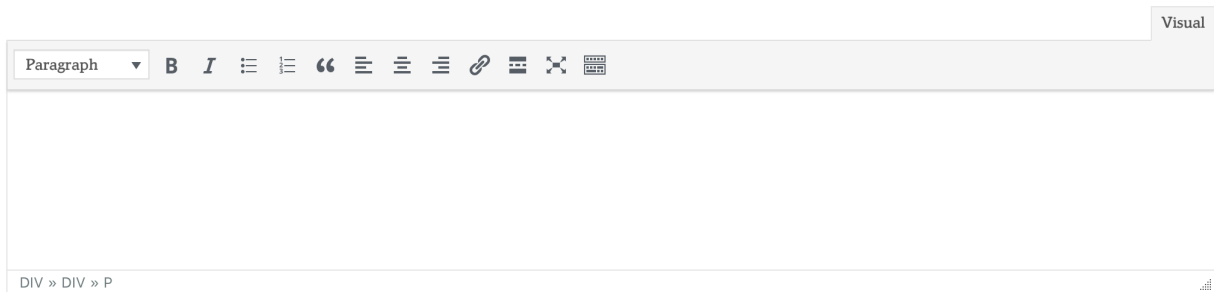
Organizer: World-Voices Organization (WoVO) ✕ ▾   Edit Organizer

ADD ANOTHER ORGANIZER

Once you're on the organizer's page you can update it by adding a brief bio of your organizer(s).

Organizer Description:

Visual

| Paragraph ▼ | B | I | ☰ | ☰ | " | ☰ | ☰ | ☰ | 🔗 | ☰ | ✕ | ⌨ |

DIV » DIV » P

If you wish to add a photograph of your organizer(s), (and again, we strongly encourage you to do so), scroll to and select the **Add Image** option and upload your photo.

ADD IMAGE

Once you have finished filling out all of the information, scroll to the bottom of the page and select the **Update Organizer** option to save. Your updated information will now be shown in your event.

UPDATE ORGANIZER

POSTS

Abaton has an abundance of helpful blog posts full of useful information ranging from such topics as where to find sides, what is the best software for you to use, marketing tactics, and much more. To view all of the blogs go to the top menu on your homepage and click on the **Posts** option.

This will take you straight to the blog page where you can scroll through our posts and select the topics that interest you.

If you find a particular blog post interesting and want to easily refer to it later, click on the **Add to Favorites** option on the left side of the screen and it will save the article to your dashboard for later reading and references.

How to Submit a Post

If you want to submit a blog post of your own, or one you found particularly useful, go to your main menu and click on the **Help/Contact Us** option, then scroll down to the **Contact Us** option at the bottom of the dropdown menu.

HOME   EVENTS ⌄   POSTS   HELP/CONTACT US ⌄   MY ACCOUNT   LOG OUT   Q

FAQ

VIDEO TUTORIALS

USER GUIDE

POLICIES

CONTACT US
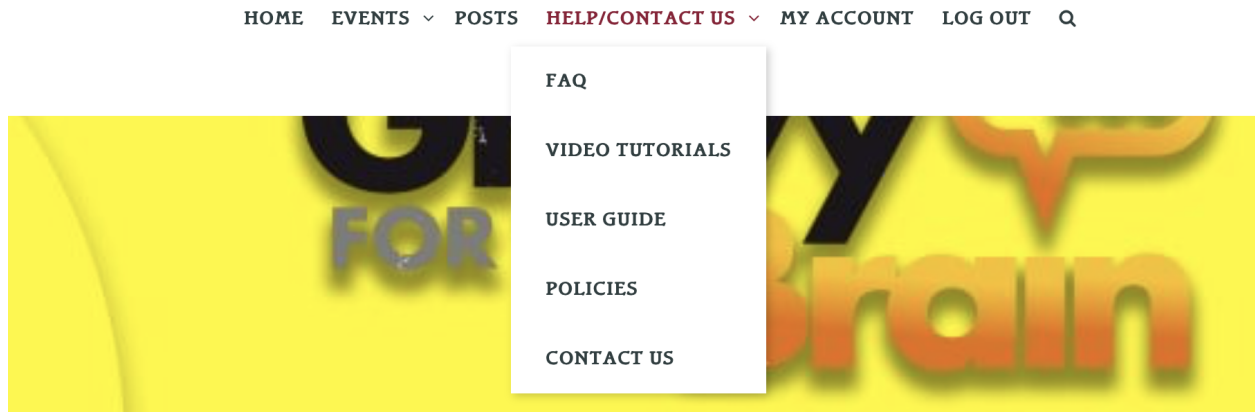
Scroll to the bottom of the page and fill out the email slot with the appropriate information. Heading should be "Blog Post Submission", and include the link to the blog within the body of the email. Once sent, we will review your submission and then contact you as to whether or not it will be posted.

Please let us know how we can help improve your experience on the site.

We're always interested in folks who'd like to contribute guest blog posts, set up repetitive events, or who'd like access to advanced ways of importing their events from other sources and managing them.

We also welcome suggestions, requests, and feedback.

SEND A MESSAGE

Your Name

Your Email

Your Message

☐ Send a copy of this email to you

☐ I'm not a robot   reCAPTCHA
Privacy - Terms

YOUR ACCOUNT

To make changes to your personal account with Abaton, go to the top menu bar on the main page and click on the option **My Account**.

ABATON CALENDAR
GLOBAL EVENTS FOR VOICE ARTISTS

HOME   EVENTS ⌄   POSTS   HELP/CONTACT US ⌄   MY ACCOUNT   LOG OUT   Q

This will take you to the page where you can adjust your account settings.

HOME / MY ACCOUNT

My Account

Dashboard	🎨
Events	📄
Account Details & Password	👤
Subscriptions	📄
Favorites	📄
Profile	📄

Hello **Emily Craig** (not **Emily Craig**? Log out)

My Subscriptions

No Subscriptions

My Favorites

Name	Type	Action	Download
No data available in table			

View All

Dashboard

If you go over to the menu on the left and click on the **Dashboard** option, it will bring up a list of your subscriptions and any favorites that you have selected along the way.

My Subscriptions

Name	Type	Status	Action
Linda Bruno	Host	Active	Unsubscribe
Online via ZOOM	Venue	Active	Unsubscribe

View All

My Favorites

Name	Type	Action
⊕ Guest Blog: Dave Courvoisier – "Same Audition – 3 Different Agents. What to do?"	Post	Remove
⊕ Guest Blog: Johnny Heller – For The Hell Of it	Post	Remove

View All

From here you can unsubscribe to your subscriptions by clicking on the unsubscribe button. You can also download any of your favorite blogs to your computer by clicking on the green plus sign to the left of the blog title. This will give you a drop down menu where you can click the **Download** option. Or if you wish to remove the blog from your favorites you can select the **Remove** option either in the dropdown menu or to the right of the blog title.

Your Events

To view any of your events, click on the **Events** option. This will take you to a list of all of the events that you have submitted to Abaton.

From here you can edit and organize your events.

In the upper lefthand corner, you will see a row of viewing options for this page. To view all of your upcoming events, click on the **Upcoming Submitted Events** option.
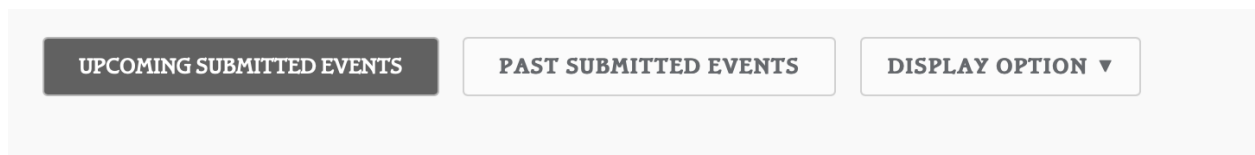

To see the events you submitted that have already happened, click on the **Past Submitted Events** option.
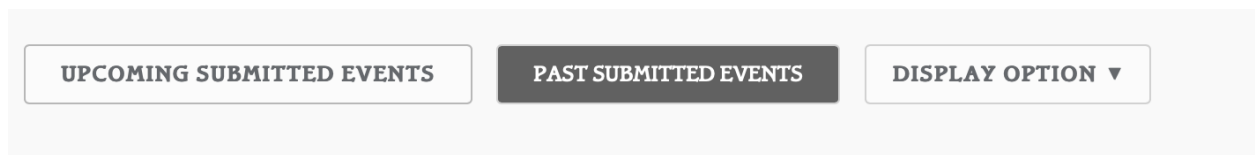
To organize your events even further, click on the **Display** option dropdown menu. This will give you a list of options as to how you want to view your events i.e. by date, status, venue, etc…
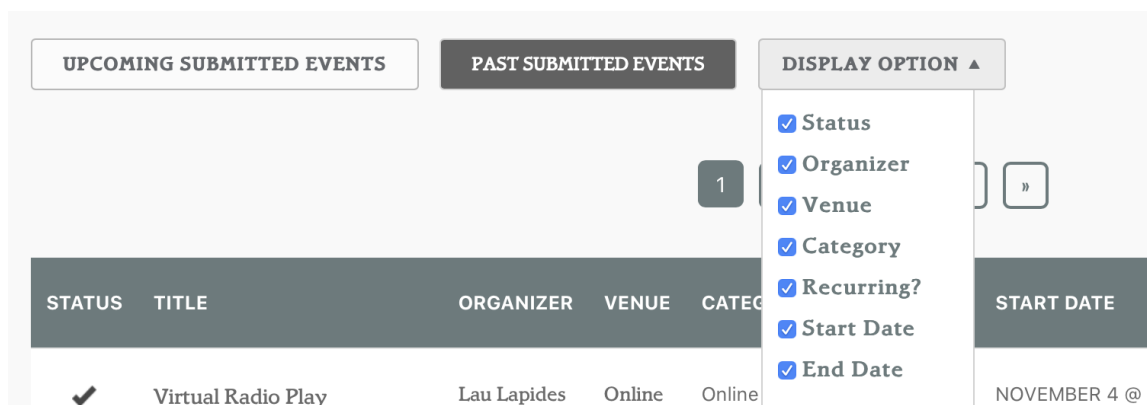
If you wish to search through your events by title, there is a search bar on the upper right corner of your screen.
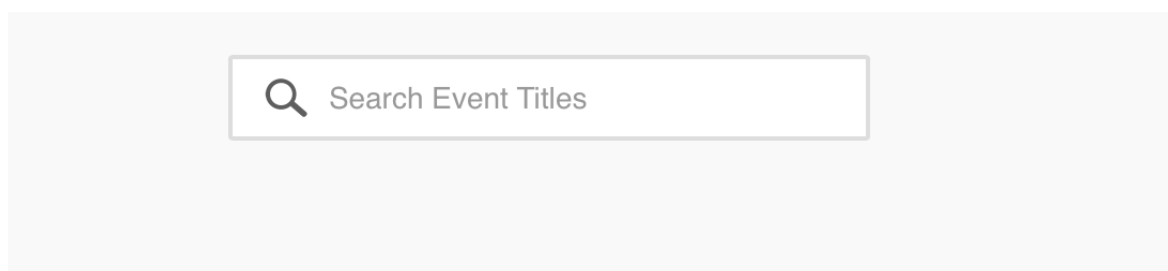
To add a new event, click on the **Add New** option on the top left corner of your screen.
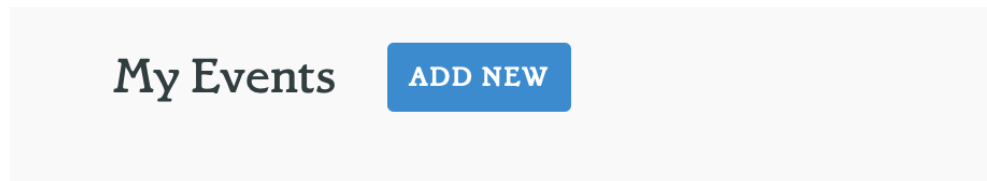
To view an event, scroll down to the list and select the event of your choice below.

STATUS	TITLE	ORGANIZER	VENUE	CATEGORY	RECURRING?	START DATE	END DATE	DATE SUBM
✔	Virtual Radio Play Performance Workshop View | Edit	Lau Lapides Company	Online via ZOOM	Online Workshop	Yes	NOVEMBER 4 @ 6:30 PM	NOVEMBER 4 @ 9:30 PM	SEPTEMBER 2020 @ 09:
✔	Doblaje Basico con Valentina Toro View | Edit	Voice Academy Venezuela	online	Online Workshop	Yes	NOVEMBER 4 @ 5:00 PM	NOVEMBER 4 @ 5:00 PM	NOVEMBER 2020 @ 09:

This will take you to the event page where you can view its details or make any updates.

When you are finished you can return to your Events page, click on the **View Your Submitted Events** in the upper right corner.

Account Details & Passwords

To make changes to your user name or password, go to the menu and click on the **Account Details & Password** option.

First name *

Last name *

Display name *

This will be how your name will be displayed in the account section and in reviews

Email address *

Phone:

Password change

Current password (leave blank to leave unchanged)

New password (leave blank to leave unchanged)

Confirm new password

SAVE CHANGES

This will take you to your profile page where you can update your personal information such as your user name, email, phone number, as well as change your password.

When you are done making your changes, click on the **Save Changes** option at the bottom of the screen.

Subscriptions

To view only your subscriptions, click on the **Subscription** option on the menu.

Dashboard	
Events	
Account Details & Password	
Subscriptions	
Favorites	
Profile	

This will take you to a list of all of the hosts, events, and venues to which you are subscribed.

Search:

Name	Type	Status	Action
Linda Bruno	Host	Active	Unsubscribe
Online	Venue	Active	Unsubscribe
Online via ZOOM	Venue	Active	Unsubscribe
Voice Over Xtra	Host	Active	Unsubscribe

Showing 1 to 4 of 4 entries

Previous 1 Next

To search for a particular host, event, or venue, you can type in the name into the search bar in the upper right corner.
If you look at the list below you will see several columns: **Name, Type, Status, Action**.

Name	Type	Status	Action
Linda Bruno	Host	Inactive	Subscribe
Online	Venue	Active	Unsubscribe

Name refers to the name of the host or venue that you are subscribed to. Type is whether the subscription is for a host, event, or venue.

Status refers to whether you are still subscribed to said host, event, or venue. If the status reads Active, it means you are still subscribed. If it reads Inactive, then you have unsubscribed from that particular host or venue and will not receive anymore updates from them.

Action gives you the option to unsubscribe. To do so, select the **Unsubscribe** option and that host or venue will remain on your list, but with an Inactive Status.
If you wish to resubscribe, simply click on the **Subscribe** option on the far right, and you will be reconnected with that host or venue.

Favorites

To view only your favorite blog posts, click the **Favorites** option from your menu.

Dashboard	⊕
Events	📄
Account Details & Password	👤
Subscriptions	📄
Favorites	📄
Profile	📄

This will take you to a list of the blog posts you have selected as your favorite reads.
To search for a specific post, type the name of the blog or author into the search bar in the upper right corner.

If you look at the posts below, you will see three different columns next to the titles of the posts: **Type, Action, Download**.

Type simply indicates what category the content falls into, which is Post. Action will let you remove a post from your list when you are done with it. To remove a post from your list, select the **Remove** option to the right of the post you wish to delete. The last column is Downloads, which lets you see which of the posts you've already downloaded to your computer.

Profile

When you create an account with Abaton, you are asked a series of profile questions. This profile is optional, and updatable at any time during your Abaton experience.

To update/adjust your personal profile, click on the **Profile** option on your menu.

Dashboard

Events

Account Details & Password

Subscriptions

Favorites

Profile

This will take you back to the questionnaire where you can update your answers to better round out your profile. The more information you give, the more in-depth experience you will receive on Abaton.

Gender
-Select-

Age
-Select-

Do you require special assistance?
-Select-

Primary Activity
-Select-

Your VO related interests
× Animation   × Animation/character   × Audiobook   × Audition Technique   × Auditions
× Beginner   × Cartoon   × Commercial   × Improv/Comedy   × Narration   × Workshops

Do you belong to a union?

How many events do you attend per year?
0

When you have finished updating your profile, scroll to the bottom of the page and select the **Submit** option. This will save any changes you have made.
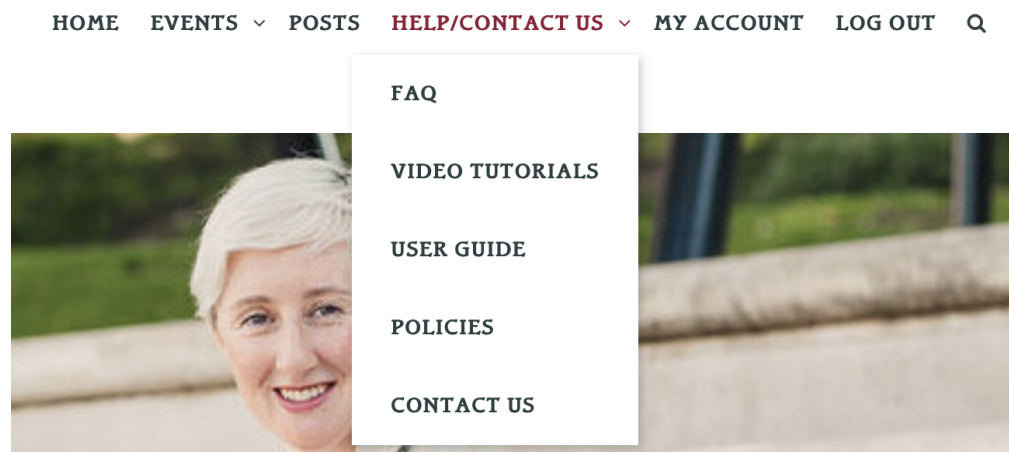
Did anything on our site not meet your expectations?

SUBMIT

NOTE: Abaton will not sell or release your personal information in any way without express permission.

HELP/CONTACT US

Occasionally you may find that you need some extra help when navigating Abaton. For questions, comments, concerns select the **Help/Contact Us** option on the top menu and select an option.

HOME   EVENTS ⌄   POSTS   **HELP/CONTACT US** ⌄   MY ACCOUNT   LOG OUT   Q

FAQ

VIDEO TUTORIALS

USER GUIDE

POLICIES

CONTACT US

FAQ

The FAQ is an easy go-to guide that answers the basic and most asked questions about our site. For a quick answer this is your best guide. Click on the **FAQ** option under **Help/Contact** us, and scroll through the questions until you find the one that bests suits your needs.

VIDEO TUTORIALS

If you are a more audio/visual type of person, then the video tutorials are available. Go to **Help/Contact Us** and select Video **Tutorials**. You can scroll through our content until you find the video that pertains to your question.

USER GUIDE

For those who wish to have a more detailed guide, go to **Help/Contact Us** and and select **User Guide**. Congratulations! You're here! I hope you find the answers you seek. May the odds be ever in your favor.

POLICIES

If you have any questions about the rules and regulations of Abaton, go to **Help/Contact** and select **Polices**. This will take you to an in-depth guide to what is and is not acceptable for our site, as well as Abaton's policy on handling of private information.

CONTACT US

If you cannot find the answer to the questions that you have you can always feel free to contact us directly and we will be happy to answer them for you. You can also leave us comments, concerns, and positive reinforcement, which is always appreciated.

To contact us, go to **Help/Contact** us and select **Contact Us**. This will take you to a page where you can email us directly.

SEND A MESSAGE

> Your Name

> Your Email

> Your Message

☐ Send a copy of this email to you

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

SEND

Once you have sent your message, someone will get back to you within 48 hours.