

Wednesday, May 3, 2023

Ad Submission Instructions & Deadlines

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Dance.NYC Ad Submission Instructions & Deadlines

Instructions for Creating and Editing Ads

Dance/NYC web ads are self managed through each user's dashboard and we cannot create nor amend ads on your behalf. Please find the steps on how to do so below:

- 1) Log in to your Dance/NYC account here: www.dance.nyc/users_login/
- 2) Once you've logged in, you'll be taken to your user Dashboard.
- 3) Scroll down and you will find a square on the right hand side titled "Ads". All of your submitted ads should appear here.
- 4) If you are creating an ad, click the grey button that says "CREATE ADS". If you are editing an ad, select the campaign that you would like to edit and click the link that reads "edit", which appears on the right of the campaign title. You will be taken back to the ad creator interface.
- 5) From here, you will be able to create or edit your ad, re-uploading any graphics that need to be changed out, or editing any copy that needs to be revised.
- 6) Once you've uploaded the correct information, click "SUBMIT"
- 7) You should receive a message that reads "Success!" and your ad will be updated on the website.

Details and Deadlines

Listings and ads can be uploaded through the [Dashboard](#) at anytime; however, please allow 1-2 business days for ads to be approved to run.

- E-newsletter ads must be submitted by 3:00 p.m. on the Thursday prior to the Monday you would like the ad to appear in the weekly e-newsletter. Due to our publication schedule, we cannot accommodate late ads or guarantee reimbursement in such a case.
- All photos received must include a credit. You must acknowledge that you have obtained the rights to use this image publicly and release Dance/NYC of all liability in publishing the photo.
- Standard Ad Package ads on the website appear in rotation with other ads. Click refresh in your browser to cycle through the current ad campaigns and see your ads.
- Directory Featured Org Profile ads must be submitted and purchased by 3:00 p.m. on the 25th of the prior month (e.g. April 25 for May feature). Your profile will be featured in its current state at the time of publication, and it is your responsibility to review and update all information.
- Want your individual profile featured on the Directory? [Enter our monthly lottery](#). Deadline to submit is the 25th of the month prior and you only need to enter once for the calendar year.

Having trouble accessing your Dashboard? Try refreshing your cache, and try again. Please make sure you are using an [updated internet browser](#).

Please email media@dance.nyc for additional assistance with Dance/NYC ad placements.

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