POLK ARTS & CULTURAL ALLIANCE
CHAMBER FOR THE ARTS

How To Add Events To The CitySpark - PACA Calendar

To add an event to a CitySpark calendar, you'll first need to <mark>access the calendar's submission page, which can be done by either clicking the "Add Event" button on the calendar itself or by navigating to the CitySpark event management hub. You'll need a CitySpark account to submit events.</mark> Once logged in, you can fill out the event details, including the name, date, time, location, description, and any relevant categories. Remember to submit your event, and it will be reviewed before being published.

Detailed Steps:

1. **Access the Submission Page:**
   - Locate the "Add Event" button on the calendar page or navigate to the CitySpark event management hub.
   - If using the hub, select "Submit New Event".

2. **Create a CitySpark Account (if needed):**
   - You may need to create a CitySpark account or log in with your Google or Facebook account to submit events.

3. **Fill in Event Details:**
   - Provide a name for your event.
   - Specify the date and time, including the option to add multiple dates.
   - Enter the event's location.
   - Write a detailed description of the event.
   - Select relevant categories for the event.
   - Add an image or choose from free stock images.
   - Include ticket and contact information.

4. **Submit and Review:**
   - After filling out all the details, submit your event.
   - All event submissions, including edits, need to be approved before they appear on the published calendar.
   - Allow up to 24 hours for this approval process, though it may be faster.

5. **Additional Tips:**
   - Ensure your browser is not blocking pop-ups, as the submission form may appear in a pop-up window.
   - If your event needs to appear on multiple dates, use the "Add Another Date" option.
   - Consider promoting your event through other channels, such as your website, social media, and other communication channels, to reach a wider audience.