



Community Calendar 2.0 User FAQ – Page 1

How do I create / submit an event?

- **Option 1:** Submit an event directly on [our calendar page](https://alamedapost.com/events) (AlamedaPost.com/Events) by selecting “Add Event.”
- **Option 2:** Submit an event to the Alameda Post calendar by visiting [the event management hub](#) and selecting “Submit New Event.”
 - Double check that you are submitting your event to the *Alameda Post* calendar and not another calendar in the CitySpark network.
 - This option is only available for users who have previously submitted an event directly to a CitySpark powered calendar.

Do I have to pay to submit my event?

- **Nope!** Event submissions are free, and you can submit your event without purchasing a promotion. (If you'd like to promote, though, you will benefit from increased exposure and discoverability.)
- Once the event info has been entered, select “Review” to proceed to the promotion page.
- On the promotion page, scroll to the bottom and check the box next to "No thanks, I want a free basic listing."
- Select “Submit Event.”

How do I edit / remove / cancel an event?

- Manage your submitted events, including removal, edits, promotion, and status updates at <https://hub.cityspark.com/>.
- To remove an event that you did not submit, send an email request to support@cityspark.com. In the request, include a link to the event on the calendar from which you would like it removed.
- To edit an event that you did not submit, find the event on your local calendar and select “Suggest Edit.”

Why don't I see my event / edits?

- All events and edits must be approved by the *Alameda Post's* calendar editorial team. Approval times can take up to two hours.
- If you submit your event to another calendar in the CitySpark network (see list below), it may take longer for the event to be approved and appear on our calendar.
- If you have questions about your event/edits, please contact support@cityspark.com.

How do I promote my event?

- **Option 1:** [Find your event on our calendar](#). Select the event to open the event details page. Select “Promote” at the top of the details page.
- **Option 2:** If you submitted your event, go to <https://hub.cityspark.com/>. Select “Add Promotion.”



What other sites offer CitySpark powered calendars where my events will appear?

These are websites within 35 miles of Alameda who offer CitySpark powered calendars:

- <https://alamedapost.com/events/#!/>
- <https://www.almanacnews.com/calendar/#!/>
- <https://www.bayareaparent.com/event-calendar/#!/>
- <https://www.bayarea.com/calendar/#!/>
- <https://www.destinationpaloalto.com/calendar/#!/>
- <https://eastbayexpress.com/events-calendar/#!/>
- <https://www.eastbaymag.com/events-calendar/#!/>
- <https://www.eastbaytimes.com/event-calendar/#!/>
- <https://www.kkiq.com/hometown-happenings-events/#!/>
- <https://www.kron4.com/community/calendar/#!/>
- <https://www.localhappeningsmagazine.com/calendar-new/#!/>
- <https://www.marinij.com/event-calendar/#!/>
- <https://www.metrosiliconvalley.com/events-calendar/#!/>
- <https://www.mv-voice.com/calendar/#!/>
- <https://pacificsun.com/events-calendar/#!/>
- <https://tricityvoice.com/event-calendar/#!/>
- <https://www.timesheraldonline.com/events/#!/>

If I want to see my event on multiple CitySpark powered calendars, do I need to submit it to every calendar?

- Confirm that the calendars on which you want to see your event are powered by CitySpark.
- Only submit your event once to a single CitySpark powered calendar.
- Upon approval, it will populate to any CitySpark powered local calendars in the Bay Area.
- Submitting the same event to multiple calendars will create duplicates on all CitySpark powered calendars.

What if I want to list my event exclusively on the *Alameda Post* calendar and NOT others in the network?

When you submit your listing, there is a box you may check to exclude the event from being shown on other CitySpark powered calendars.

Who is CitySpark?

CitySpark is the *Alameda Post*'s event calendar technology partner. Contact calendar@alamedapost.com if you have any questions.