

Community Calendar User FAQ

Alameda's central online calendar is located at <https://94501.info>.

That URL also resolves to a page on the *Alameda Post* website: <https://alamedapost.com/events/>

Thank you so much for using our calendar! Our event submission form may be overwhelming at first, but a lot of the form is not required. Once you get the hang of it, it should only take a couple minutes per event.

How do I create / submit an event?

- Submit an event directly from our calendar page by selecting the "Add Event" button. If you have not submitted an event previously, you will be prompted to create an account.
- **Pro tip:** We suggest that you wait to post an event until you already have another URL for the event. This is usually a link to buy tickets or find more information. If you do not plan to post information for the event anywhere else on the internet except the *Alameda Post* calendar, we suggest you use your organization's website in the "Primary Event URL" line.
- **Please note:** You only have to fill out the sections with an asterisk next to them, as well as the date and time (if applicable). Feel free to skip all other sections! We suggest that you completely skip the box titled "Enhanced Media."
- You will need to fill out the following:
 1. Event Title
 2. Primary Event URL
 3. Venue or Location Name
 4. City, State, and Zip Code. We suggest also including the Street Address, if there is one.
 5. The Date of the event, and the Start Time and End Time (if applicable).
 6. Primary Category. There is an overabundance of Categories to choose from under the "Categories and Media" section, please do not be alarmed! Your event will show up on the main calendar page regardless of the category. Just pick what seems best to you, whether it be "Performance," "Fundraiser," or some other general category. Simply click into the "Primary Category" box and start typing a word to see if you can choose that category. You only need to select one category.
 7. Primary Image. Once you select a "Primary Category," the system will suggest photos for you to use. You are free to select one of the suggested photos to use as the "Primary Image," or you may upload another image from your device, such as a poster for the event. We suggest using a poster or personalized image if possible, to make your event stand out. Make sure to adjust your image so all the most important content is shown.
 8. Description
 9. Ticketing Information
 - Check the box to indicate if the event is ticketed or not ticketed
 - If the event is ticketed, a new box will appear to add a ticket link. If tickets will only be sold at the door, please leave the URL blank.
 - If tickets cost money, please check the "Paid Event" box, and enter the Price Range. If tickets are all the same price, please enter the same number in both the Low Price and High Price boxes.
 10. Organization. On the "Event Contact Info" section, you are only required to fill out the Organization. More information is helpful in case readers have questions about your event, but it's not required.

Please let us know if you have any specific questions by sending an email to calendar@alamedapost.com, and we would be happy to answer them! Thank you!

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.
- Alameda Post's calendar defaults to showing events within the city of Alameda. If your event is outside the city, change the range of events shown by adjusting the setting labeled "Within 4 miles" or choosing another city.

How may I promote an 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:** Log into your account at [.https://hub.cityspark.com/](https://hub.cityspark.com/). Select "Add Promotion."

If I want to see my event on other local 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.
- You only need to submit your event once to a single CitySpark powered calendar.
- Once approved, it will populate to the other CitySpark powered local calendars in the Bay Area.
- Submitting the same event to multiple calendars will create duplicates on all CitySpark powered calendars.

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.bayarearent.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.kkq.com/hometown-happenings-events/#!/>
- <https://www.kron4.com/community/calendar/#!/>
- <https://www.localhappeningsmagazine.com/calendar-new/#!/>
- <https://www.marinij.com/event-calendar/#!/>
- <https://www.metro siliconvalley.com/events-calendar/#!/>

- <https://www.mv-voice.com/calendar/#!/>
- <https://pacificsun.com/events-calendar/#!/>
- <https://tricityvoice.com/event-calendar/#!/>
- <https://www.timesheraldonline.com/events/#!/>

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. For any other questions about the calendar, including how you can display event listings on your website, please contact us at calendar@alamedapost.com. If you have questions about your event/edits that we can't answer, please contact support@cityspark.com.