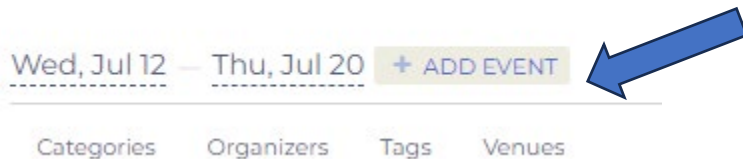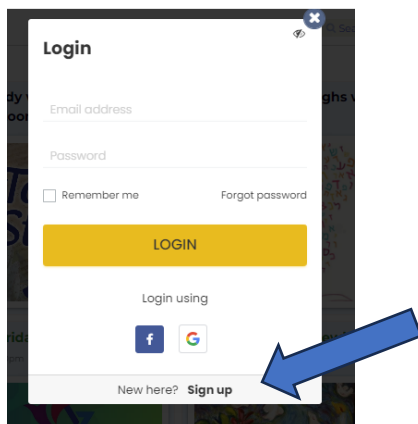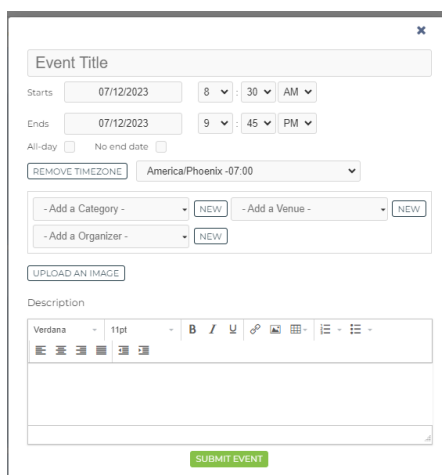# Submitting a Single Event to the Calendar

To submit your event, click on the "+ Add Event" button at the top of the calendar.

If this is the first time you've used the Community Calendar, a box will pop up asking you to Login/Sign Up. Click sign up to quickly create a free account.
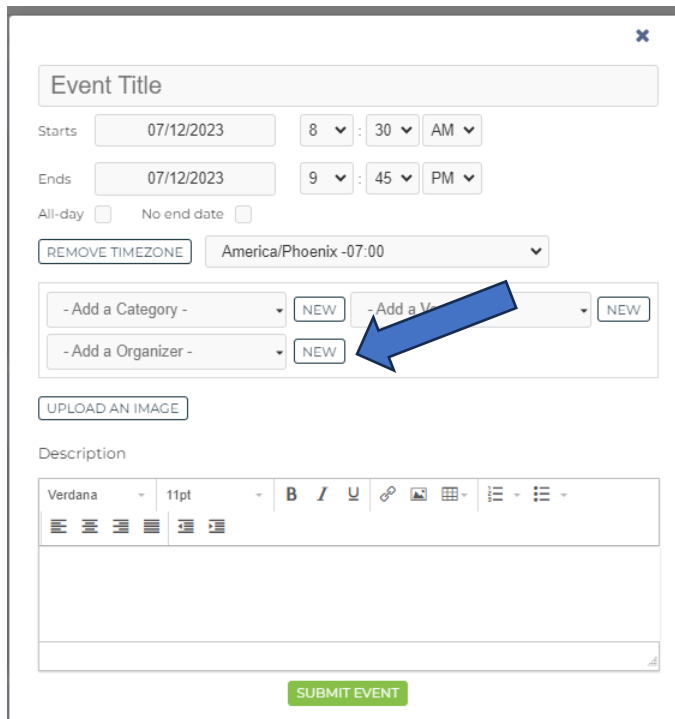

After you are logged in, a dialogue box will pop up.

Every field must be completed to successfully submit your event. If you receive an error, check to make sure that you have provided **all** requested information.

- If you do not see the information you need in a specific dropdown (e.g., category, organizer or venue), please **click the NEW button** to add the new information.
- You *must* upload an image for each event, saved as a JPG or PNG file. To the extent possible, please add a high-resolution, square photo. Repeat images (including logos) are not permitted for events occurring within one week of each other. *Please choose unique images for each event.*
- Please select the appropriate category for each event to allow calendar users to search the calendar more easily.
- Please indicate in the description block if the expected attendance is greater than 50 individuals. Events on the Community Calendar are generally open to all. Members only or exclusive events are permitted on the Calendar only if the number of attendees exceeds 50 individuals.

If you are a repeat submitter, especially a Jewish communal leader with a Southern Arizona synagogue or agency, you likely have expedited access to post events to the Community Calendar with this link. Please contact marketing@jparizona.org if you need assistance.

It may take up to 2 business days for content to appear on the calendar. (For those with expedited, backend access: up to 3 hours).

Submitters are responsible for the accuracy of their content. JPSA reserves the right to moderate, edit, or decline any submitted events.

Submitting a Series of Events to the Calendar

Option 1: Post each event in a series as a separate event with its own descriptions, images, and other distinguishing characteristics (e.g., the first movie in the JCC International Film Festival is posted on X date with the title of the movie, date, time, description, and unique image. The next movie would be posted as a separate event following the same protocol.)

Option 2: Post a single event with an extended date range. This is only appropriate for continuous events (i.e., happening every single day) that last *less than two weeks* (e.g., Chanukah 2023 is posted with the dates Dec. 7 - Dec. 15). Continuous daily events that last for more than two weeks are not permitted on this calendar.

Newsflash Email Guidelines

The Newsflash email is sent every Monday morning (except holidays) and lists all Community Calendar events for the upcoming week. *To ensure that your event is included, please submit it by 1:00 pm on Friday.*

Planning Calendar Guidelines

The Planning Calendar is for internal coordination purposes between Southern Arizona Jewish organizations and can be accessed only by *approved users*. To access the Planning Calendar, please log into the Time.ly website here. If you would like to request Planning Calendar access for your organization, please send an email to marketing@jparizona.org.

JPSA will attempt to catch potential overlapping events and notify the submitters but will not resolve any resultant conflicts. We ask that community users approach this calendar with a collaborative spirit and try their best not to plan conflicting events with other organizations. Overlapping events are acceptable on Shabbat and holidays.