

COMMUNITY CALENDAR SUBMISSION GUIDE

The City of Sacramento's Community Calendar features **city-organized, city-sponsored, or city-affiliated events**. Organizations that have received funding or sponsorship from a City office or department for their event are invited to submit their event to the Community Calendar.

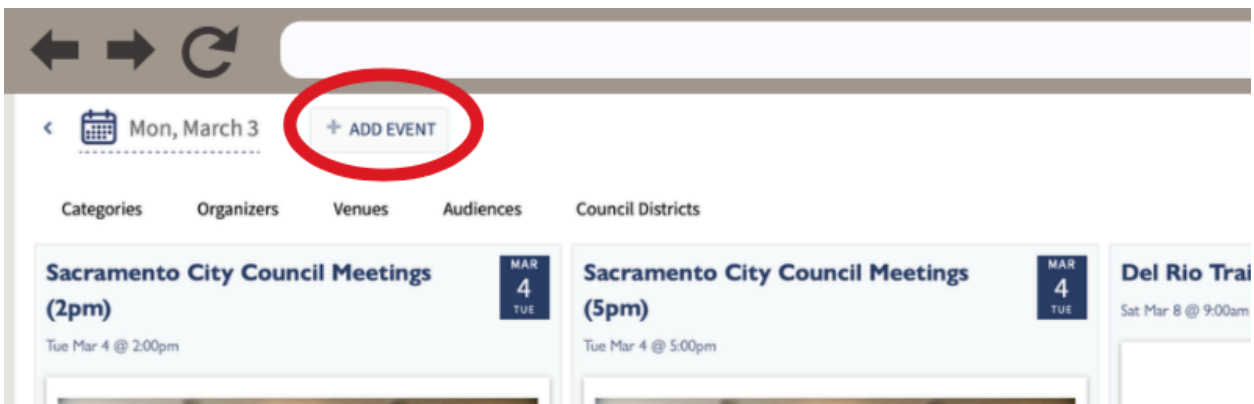
Adding your event helps:

- Increase visibility
- Encourages community participation
- Ensures residents are aware of activities supported by the City

Please view the guidelines below and complete the Community Calendar Event Submission Form. Submissions are typically reviewed and published within **2-3 business days**.

PROCESS

- 1) Visit: <https://events.timely.fun/80r5z2dy/posterboard>
- 2) Click on "Add Event" on the top left of the screen



- 3) Create an account

OR

Log in

A screenshot of a 'Login' form. It includes fields for 'Email address' and 'Password', both marked as required. There are checkboxes for 'Remember me' and a link for 'Forgot password'. A yellow 'LOGIN' button is prominent. Below the button, there are options to 'Login using' Google, Facebook, or SSO. At the bottom, there is a link that says 'New here? Sign up', with a red arrow pointing to it.A screenshot of a 'Sign up' form. It includes fields for 'Email address' and 'Password', both marked as required. There are checkboxes for 'Remember me' and a link for 'Forgot password'. A yellow 'LOGIN' button is present. Below the button, there are options to 'Login using' Google, Facebook, or SSO. At the bottom, there is a link that says 'New here? Sign up'.

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4) Fill out the fields to share more about the event:

- Event Title
- Event Date
- Start and end time
- Categories
- Venue
 - If the venue is not found in the drop down menu, please include it at the top of the “Event Description” field.
- Audience
- Council District Location
- Organizer
 - Select External Vendor
- Event Description
 - Ensure the description is in 3rd person.
 - List the the City or Department that is Sponsoring the event in the description.
- Add Featured Image
 - View graphic guidelines

* Required fields ✕

Event Title *

Starts * 03/03/2025 02 : 30 PM

Ends * 03/03/2025 03 : 30 PM

All-day ☐ No end time ☐

Select a timezone

America/Los_Angeles (GMT-08:00)

ADD RECURRENCE

Add a Category

- Add a Category -

Add a Venue

- Add a Venue -

Add a Organizer

- Add a Organizer -

Add a Audiences

- Add a Audiences -

Add a Council Districts

- Add a Council Districts -

Event Description

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FEATURED IMAGE

SUBMIT EVENT

5) Click “Submit Event”. Submissions are typically reviewed and published within 2-3 business days.

