

## Submitting events to the Jewish Federation of Sarasota-Manatee's Community Calendar

As part of our website relaunch, we have reimagined the Community Calendar, freshening up its look while adding some awesome new features that will give you greater control over the events you post. Let's get you logged in so you can take a look around!

### Step 1: Log in

**EXISTING USERS:** If you posted an event to our old website anytime after 1/1/2022, we have migrated your account to the new site. You'll just need to change the password when you log in for the first time:

1. Go to <https://jfedsrq.org/events/community/add/>
2. You will be prompted to input your username or email address.
  - a. **Your username** is your first and last name, with spaces (Joan Public).
  - b. **The email address** is the one you used to log in to the old site (jpublic@website.com).
  - c. **Your one-time password is (case-sensitive): W3lcome!** Please change it immediately upon successfully logging in.

**NEW USERS:** If you are posting an event for the first time or have not posted in a while, you will need to create a new account. Just follow Step 1 above but select "Register" from the login page. You will then be prompted for a username, email address and password.

### Ready to submit your event? Let's get started

1. Go to <https://jfedsrq.org/events/community/add/> or click "Suggest an Event" on the main [Community Calendar page](#).
2. If you are not already logged in, you will be prompted to do so.
3. Type your event information into the form, being sure to include a succinct **title** and **description**.
4. **For recurring events**, you do not need to create separate entries. Just click "Schedule Multiple Events" and select the appropriate options.
5. Select "Community Events" for the Event Category.
6. Choose the **Venue** and **Organizer** from the drop-down menus. (If this is a Zoom event, there is a "Zoom" option on the Venue list). **Important:** If you do not see your venue or your organization name, you can input that information and it will be saved for future use. To avoid duplicate entries, please make sure your venue/organization name is not in the list before you submit a new entry.

7. You can also add images to your event posting, but note that the size limit is 256MB. Also keep readability in mind. Posting flyers or screen shots with a lot of small text will not be legible to users, especially those on mobile devices.
8. Double-check your information and click Submit.
9. All submissions must be approved by Federation staff, so you will not see your entry immediately on the Community Calendar.

**Did you make a mistake? Need to change or cancel?**

No problem. Our new Community Calendar gives you complete control to edit or delete an event after it has been submitted and approved. Here's all you do:

1. Log in using the same link you use to submit a new event (<https://jfedsrq.org/events/community/add/>).
2. You will see "View Your Submitted Events" on the right-hand side of the page. Click the button to see all the events you submitted.
3. Select View, Edit or Delete. Please be careful! Once an item has been deleted you will not be able to retrieve it.
4. Resubmit your event (subject to Federation approval).

**Questions? We're happy to help!**

If you have trouble navigating the new Community Calendar, please visit our staff page, at <https://jfedsrq.org/who-we-are/staff/> and locate operations, to connect with Leslie.

If you have trouble logging in to your account, visit our staff page at <https://jfedsrq.org/who-we-are/staff/> and locate marketing, to connect with Mia.