

How to Submit an Event to INDY Calendar/CitySpark Website

Please note that although most submissions are approved, our publishers maintain the right to decide whether or not an event is appropriate and appealing for their audience.

Here's a step-by-step guide on how to submit an event to a CitySpark calendar:

1. Go to the calendar you want to submit to.
2. Click the "Add Event" button in the top right corner below the "Featured Events" section.
3. Fill in your event title, URL, and format.
4. Add the location, date, and time of your event.
5. Select the category/categories for your event.
6. Upload the primary image for your event. The ideal aspect ratio is 7:5, with a minimum width of 700 pixels. Examples: 700x500px, 1400x1000px. JPEG and PNG images are supported.
7. If submitting an Enhanced event, add enhanced media, embedded video URL, and/or social media links.
8. Add description and details.
9. Add admissions and ticketing information.
10. Add event contact information.
11. Select "Review" to review all the details you submitted.
12. Select the checkbox labeled "I agree to the terms and conditions." Then, click "Proceed to Promotion Options" to review available promotional opportunities.
13. To submit your event for free, scroll to the bottom of the page and check the box labeled "No thanks, I want a free basic listing."
14. Click "Submit" to complete your submission. Alternatively, if you choose a promotional option, follow the prompts to proceed to checkout.

FAQ

- How do I know if my event has been approved?
Events are usually approved following a 24 to 36 hour review window.
- Can I promote my event after I've submitted for free?
Yes! You can promote from hub.cityspark.com or by going to your live event and clicking the "Promote" button at the top of the page.
- Why don't I see my event on the calendar?
 - *The event has not yet been approved.* All user submitted events must be approved before they will be listed. We approve events every 24 to 36 hours.
 - *The event is outside of the default city and radius for that site.* You may change the city and/or radius to ensure that your event is included. Checking the map view (and verifying that the date of your event is selected) can be helpful if there is any question.
 - *The event was denied.* A submitted event that does not meet the event submission guidelines (e.g., it is offensive, inappropriate, spam, doesn't qualify as an event, etc.) may be denied.

Trouble submitting?

Reach out to support@cityspark.com.

Do you have other promotional needs? Please reach out to sales@indyweek.com for opportunities.