



## How to Submit Your Events to the Community Calendar

All nonprofit groups and organizations are invited to submit their [Greater Hartford](#) events of interest to our Jewish community. Submissions are reviewed and approved once a week.

### Step-by-Step Guidelines

1. Go to [www.jewishhartford.org](http://www.jewishhartford.org).
2. In the blue menu bar, under Resources, click on Community Calendar.
3. Click the orange Suggest button.
4. Complete the Suggest an Event form. Items with a red asterisk are required.

Helpful hints:

- Be sure to enter a brief and exciting description of your event!
  - If you are not the event contact, please enter the contact information of the appropriate person. This information will appear in the public calendar listing.
  - If there is a charge for your event, check "This is a Paid Event" and enter the price and a link to register.
5. Click the Submit button. A member of the Federation marketing team reviews calendar submissions each week.

Helpful hints:

- In order to prevent "bots" from submitting calendar items, you'll see a checkbox that says "I'm not a robot." You must check the box and complete the reCAPTCHA process in order to submit your event.
  - Please click the Submit button only once. It may take a few seconds to process your request.
6. When your calendar item is approved, you will receive a confirmation email. If there are questions about your event, a member of the Marketing team will contact you.

### Important Notes about Red Letter Events and Event Conflicts

We encourage you to check the Community Calendar for conflicts before scheduling community wide events and programs. This helps to ensure maximum attendance at all Jewish community events. Red Letter events are those that are likely to draw more than 100 people from a broad cross-section of the Jewish community. To have your event designated as Red Letter on the Community Calendar, please contact Shelby McInvale at [smcinvale@jewishhartford.org](mailto:smcinvale@jewishhartford.org). **Please note, however:**

- **If you submit an event for the Community Calendar that occurs at the same time as another organization's Red Letter event, we will notify you of the conflict.**
- **In the spirit of Jewish community cooperation, we strongly encourage you to contact the other organization about the conflict and consider changing the day or time of your event.**
- **Federation will not book two Red Letter events on the same day.**

**Questions?** Please contact Susannah MacNeil, Vice President of Marketing and Communications, at [smacneil@jewishhartford.org](mailto:smacneil@jewishhartford.org) or 860.727.6161.