

## How to Submit Your Event to the NYCulture Calendar

### Step 1

- Go to [www.nyc.gov/nyculture](http://www.nyc.gov/nyculture) and on the left sidebar click on "Submit an Event." Please note that required fields are marked with an asterisk (\*).
- *Note on entering data:* Please keep descriptions to no more than 50 words. Do not use ampersands (&), dollar signs (\$), quotation marks ("), colons (:), and slashes (/), press the "enter" key. Do not use ALL CAPS when entering text. These do not comply with our system and when they are used, slow down the uploading process. Expect your events to be uploaded within a week. Please submit events with a two week forecast.
- Do not enter false information. The public must be able to contact you by all event location and contact information submitted to the calendar.
- Event postings are at the discretion of DCA. Event descriptions may be edited.

### Step 2

#### Event Information

a. **Event Name\***

Due to hyperlink coding, apostrophes ('), quotation marks (") and colons (:) cannot be used in the event name box or in the event description.

Include the name of your organization in the event name box. The event title must appear first, followed by space-hyphen-space, and your organizations name. If your event is being held at a venue outside of your organization, include the venue name in address box. See section (d).

**Example:** "Green House – Curtain Theater" or "The Great Escape--Guided Nature Walk – Metropolitan Childrens Museum".

**Note: Please do not use all capital letters.**

b. **Event Category/ies\***

You may select as many categories as are appropriate.

**Note: for free events you must check the "Free" checkbox. Pay-as-you-wish or suggested donation admission is not considered free. If your access to your intuition's grounds is free, but the event submitted has a fee, please delineate this in your event description.**

- c. **Event Date and Time\*** See "Options for Event Date and Time" on page 2 to determine the type of event. (This will establish whether or not you will need to make multiple submissions of the same event).

You must enter "0" before a single number.

**Example:** 08/10/2008 or 02:00 pm. You must specify whether the time is "am" or "pm" and include a space between the time and the hour specification.

- d. **Event Location\***

**Organization\*:** This is the host organization's name.

**Phone\*:** This is the host organization's phone number or the box office number.

**Street Address\*:** This is the address where the event is taking place, not necessarily the organization's address.

**Example:**     **Event Name:** The Great Escape--Guided Nature Walk – Metropolitan Childrens Museum

**Organization:** Metropolitan Childrens Museum

**Street Address:** Central Park – 86<sup>th</sup> Street and Central Park West

**Note:** For "The Great Escape--Guided Nature Walk – Metropolitan Childrens Museum" the event is held at Central Park, though the Metropolitan Childrens Museum does not share that address.

**Note:** You must enter a correct zip code and phone number.

- e. **Contact Information (Name\*)**

This is the host organization's name.

- f. **Email Address\***

In future phases, the public may be able to contact you by this information.

- g. **Website\***

This is the event or organization's website. Do not enter a public relations agency's website.

- h. **Brief Description of Event\***

Limit event descriptions to 50 words and include all price or ticket information here.

**Note: Do not use the return ("enter") key when entering descriptions. Consult the Editorial Guidelines for further copy instructions.**

## Options for Event Date and Time

### **SINGLE EVENT: (Example: concerts, holidays, heritage days, etc.)**

1. One date (Example: single performance):

*Enter the Date, the Start Time and End Time. If the event lasts all day, check the "All Day" box and manually enter Start and End times.*

2. Multiple (consecutive) dates with the same Start and End Time (Example: weekend festival):

*Enter the Date the event begins. Click "Date Range" checkbox. Click Add Occurrence once. In the immediate row of boxes that appears, enter the End Date.*

**Example: A weekend festival from July 3-5, 2009 each day occurring from 10AM to 9PM:**

*The first row of should read 07/03/2009 (date), 10:00 am (start time), 09:00 pm (end time). The second row should read 07/05/2009 (date), 10:00 am (start time), 09:00 pm (end time). This will appear on the NYCulture Calendar as 7/3/2009 – 7/5/2009, 10:00 am- 9:00 pm.*

**Note: You must submit recurring events with different Start and End times as separate events (see page 3).**

**RECURRING EVENTS (Example: workshops, classes, weekly performances, etc.) or ONGOING EVENTS (Example: exhibitions, plays, etc.)**

3. Multiple occurrences on nonconsecutive dates:

- a. at **the same time** (Example: month-long Saturday morning workshop)  
*Enter the Date, Start Time and End Time of the first occurrence. Click "Add Occurrence". Enter the next occurring Date, and the same Start Time and End Time. **Note: Repeat for each subsequent occurrence with the same start and end time.***
- b. at **two different times** (Example: month-long Saturday morning and evening workshop)  
*Enter the Date, Start Time and End Time of the first occurrence. Click "Add Occurrence". Enter the Date, Start Time and End Time of the next occurrence at the same time. When all events with the same start time have been entered, proceed with your submission and press Submit.*  
**Note: Go back to the "Submit an Event" page and enter identical event information for alternate Start and End times. Follow this format until all event times are posted.**

4. Multiple occurrences on consecutive dates:

- a. at **the same time** (Example: evening 8pm curtain time daily for six months)  
*Enter the **Starting Event Date**, the Start Time and End Time for the first occurrence. Click the "Date Range" checkbox. Click "Add Occurrence". In the row of boxes that appears, enter the **End Date** for the final occurrence.*  
**Note: Enter the same Start and End time for both dates.**
- b. at **different times** (Example: evening 8pm curtain time daily for six months with matinee added on Saturdays. Matinee and evening performances will be entered separately.)  
*You must submit events with different start and end times as different events. Enter the Date. Click the "Date Range" checkbox. Click "Add Occurrence". In the row of boxes that appears, enter any recurring event with the same Start and End Time. Complete the submission process and submit the event. Return to the Submit an Event page and enter identical information with the alternate Start and End Times. Follow this format until all event times are posted.*

**Note: When submitting a start date or end date (opening reception/closing reception) for an exhibition, be sure to submit a separate entry for the entire date range of the exhibition's run.**

### **Step 3**

- Click "Submit" to submit the event or "Reset" to clear the form.

### **Step 4**

- *Please keep your events coming!* Mark your calendar to upload a new batch on a periodic basis that is easy for you (weekly/monthly). There is no need to re-submit the same events.