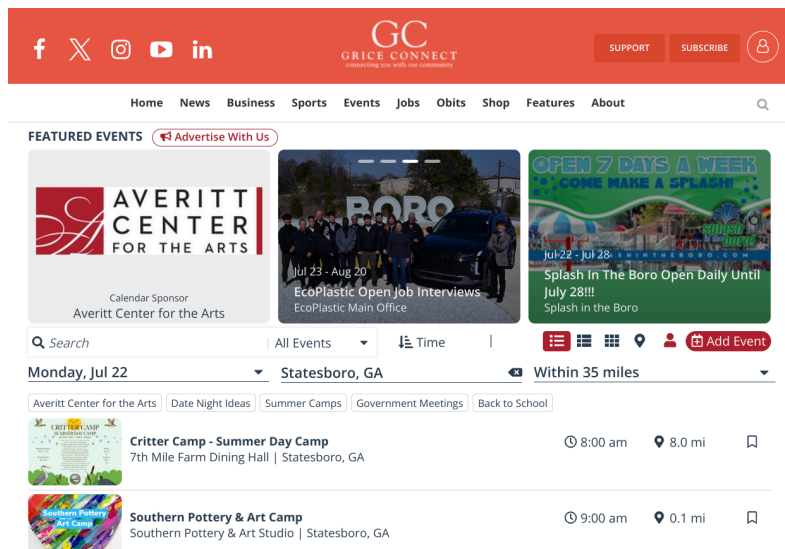# How to Use Our Events Calendar

Our events calendar is a FREE community resource you can use to promote your meetings, programs, fundraisers, and much more.
Every listing is absolutely free of charge with a registered CitySpark account, and thousands of readers view our calendar daily.

Follow these easy steps to add your event to our calendar:

1. Visit http://www.griceconnect.com/events
2. On the right-hand side of the page, click the red +Add Event button. 🗓 Add Event
3. Create a CitySpark account with your email address and a password, or log in if you already have an account.
4. Fill in the information about your event. You will also need to prepare an image to use in the listing or select a stock image. The image should be 700 pixels x 500 pixels (JPEG or PNG).
5. When you have entered the information, click "Review" and proofread your listing.
6. Click "Proceed to Promotion Options." Choose your OPTIONAL promotion package. If you do not wish to promote your event, scroll to the bottom and choose "No thanks, I want a free basic listing" to continue.
7. Submit your event.

That's it! After a brief review period, your event will appear on our calendar.

QUESTIONS?
Contact info@griceconnect.com