



M ledgertranscript.com

MONADNOCK Ledger-Transcript

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Monadnock Ledger-Transcript
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The Monadnock Ledger-Transcript's calendars

To list your event on ledgertranscript.com and in our print calendars, we encourage you to submit your event information using our CitySpark platform that you can access on the calendar page of our website at <https://www.ledgertranscript.com/Arts-Living/Calendar#!/>.

Note that submissions of religion notes, announcements, graduation announcements and other press releases may still be emailed or submitted using the appropriate online form found on our website under Submissions.

Submissions

Submit news or announcements

The calendars:

Tuesdays

Community Calendar -- A Weekly Guide To Your Resources
Region: Monadnock Ledger-Transcript coverage area

Thursdays -- Arts section

Events Calendar
Region: Statewide

Monadnock Ledger-Transcript calendars pull information from CitySpark using specific categories. The categories to have an event published in our Tuesday Community Calendar or Thursday Events Calendar can be found at the end of this document.

If you want your listing to appear in print, you **must** put it in one of these categories or a sub-category nested beneath one of these categories.

Event listings online and in print are still free, and we now offer several paid enhancements through CitySpark. You can increase the visibility of your listing, run a digital display ad or sponsor the calendar. For more information, click the Advertise button to the right of the Add Event button on the Calendar page of our website, email ads@ledgertranscript or call Heather at (603) 369-3250.

Events | [Discount Tickets](#)



Your Event Featured Here
For only \$10.00 a day [+ Learn More](#)

[+ Add Event](#) [Advertise](#)

Advertising Options

Please make selection

Submit and Promote Event

as low as **\$10.00** / day

Event Listing

- Event listed in online calendar

Promotion Options

After submitting event, select from options shown below

- Enhanced** (highlighted, add video)
- Featured** (highlighted, top of page listing, widget listing)
- Premium** (300x250 display ad plus featured event listing)
- Event Listing Distribution** Save hours! Maximize your event's exposure. Let us distribute your event listing to all of the other event sites in your region. Submit once. Get listed everywhere.

[Preview](#)

Featured Event Benefits:

- Increase exposure 20x or more
- Visibility in multiple prominent locations
- Presence maintained on page

[Submit Event](#)

Calendar Sponsorship

\$250.00 /month

Header Placement

- Prominent logo / ad placement
- Stays visible on the **Monadnock Ledger-Transcript** calendar as page is scrolled
- Sponsorship credit given (e.g. "This calendar is sponsored by...")
- Link to any URL

Widget Visibility

- Logo rotates in top slot of widgets on the **Monadnock Ledger-Transcript** site

[Preview](#)

Calendar Sponsor Benefits:

- Constant calendar visibility
- Great brand-awareness building
- Significant exposure throughout site

[Check Availability](#)

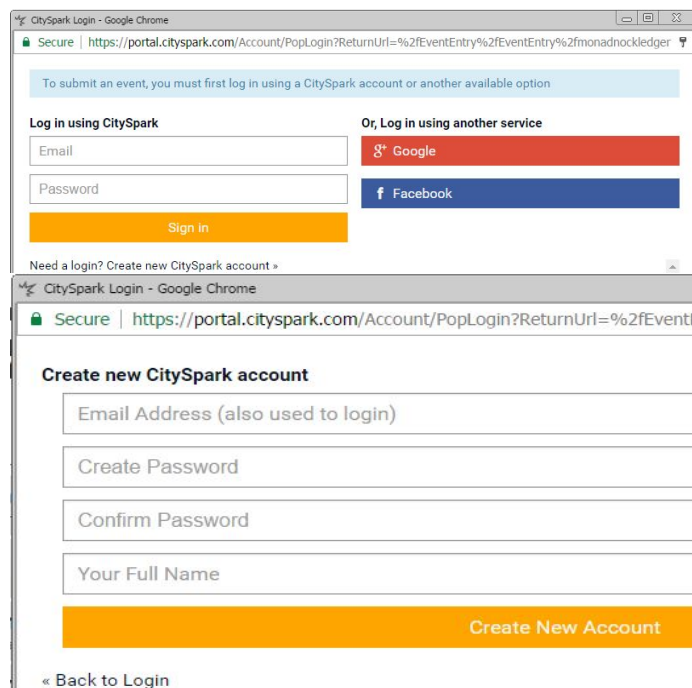
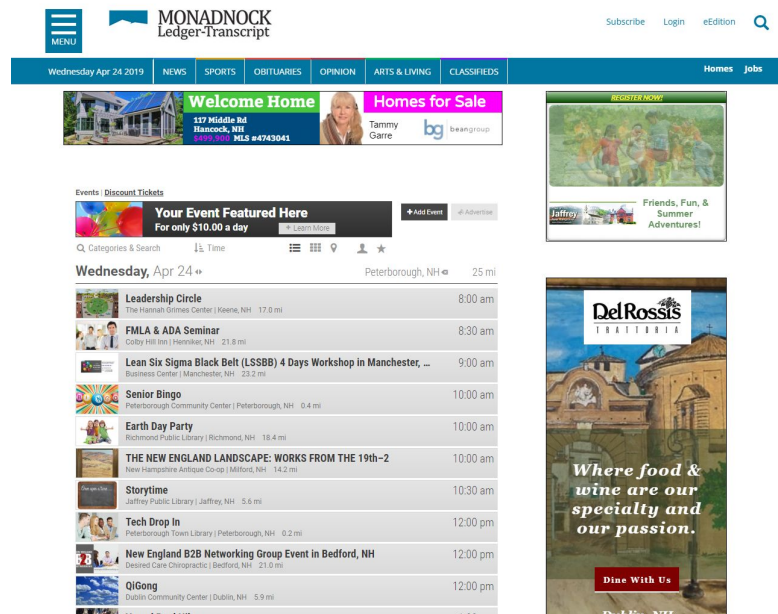
To enter a calendar item:

You will have to set up an account the first time you use CitySpark.

Creating a City Spark account

Note: If you have a City Spark account for another newspaper, you do not need to create a new one.

To enter the City Spark portal for the Monadnock Ledger-Transcript, type in www.ledgertranscript.com/arts-living/calendar into your web browser. You can search the calendar here. On the right, you'll find a box to add an event.



CitySpark Login - Google Chrome

Secure | <https://portal.cityspark.com/Account/PopLogin?ReturnUrl=%2fEventEntry%2fEventEntry%2fmonadnockledger>

To submit an event, you must first log in using a CitySpark account or another available option

Log in using CitySpark

Or, Log in using another service

Email

Password

Sign in

Need a login? Create new CitySpark account >

CitySpark Login - Google Chrome

Secure | <https://portal.cityspark.com/Account/PopLogin?ReturnUrl=%2fEventEntry%2fEventEntry%2fmonadnockledger>

Create new CitySpark account

Email Address (also used to login)

Create Password

Confirm Password

Your Full Name

Create New Account

« Back to Login

It will prompt you to sign in to City Spark if you have an account or ask you to create an account.

To create an account, click on “Need a login? Create new City Spark account>>”

It will ask you for your email – you can use the email for your organization as long as you have access to it – and your name and it will ask you to make a password and confirm it. This email will receive notifications on the status of your events: when they've been submitted and when they've been approved.

Once created, you will be redirected to a page where you can submit an event.

Creating an event

To submit an event, click on the +ADD EVENT button from the Calendar page. If you are not already logged in, it will ask you to do so.

The first screen will put in basic information of your event to double-check that your event is not yet in the system. The form will ask you to enter the name of the event, the city and state where it's located, the country, and the name of the venue. After entering that information, events with similar information will appear below. Check to see if your event is listed. If it is, you can end the process or you can select the event to edit information. If your event is not listed, click the button "Not Found? Create New Event," which will bring you to a longer form.

Many fields in the form are self-explanatory. All fields marked with an asterisk* are required and will also show up with a red outline if left empty.

Secure | <https://portal.cityspark.com/EventEntry/EventEntry/monadnockledgertranscript>

Home Event Details Sharing Promotion Finish

New Event Submission

Is Your Event Already Listed?

To avoid duplication, enter your event information to see if it already exists in our listings. If found, select your event from the list for review, edit, and promotion options. If not found, click 'Create New Event'

1. Enter Primary Event Information

*Event Title

*City, State

*Country

Location Name

2. Review Similar Existing Events

No matches found.

Back Not Found? Create New Event

1. EVENT TITLE & URL

Event title: This should automatically be filled out from the previous page. Keep these brief and to the point. Avoid using colons and excessive punctuation. Do not use all caps.

Event Detail URL: This can be a link to your organization's website, Facebook or an event listing on services like EventBrite

2. LOCATION INFORMATION

Location Name: This should automatically pull from the previous page. The title of the venue. You can also include a room number.

Street Address: This is required, particularly for places outside the Ledger-Transcript's regular coverage area. Please abbreviate St. and Ave. and spell Drive, Square, Highway, Route.

City, State Code: This should automatically pull from the previous page.

Country: The United States is the default.

Zip Code: This is not required, but helpful. City Spark is an international platform and anyone can search any calendar anywhere.

3. DATE and TIME

At minimum, a **date** is required.

Start time is not required for all day events, but is not required. End time is suggested but not necessary. Please check to make sure that you select a.m. and p.m. time correctly.

For events that repeat you can set it to repeat on a schedule. For example, every Tuesday, or the first Sunday of the month or the 4th of every month. If the schedule is not regular, you can manually add one date at a time and customize it. This is helpful for things such as performances, which may run Thursday through Saturday at one time and Sunday at another.

Submit Event - Google Chrome

Secure | <https://portal.cityspark.com/EventEntry/EventEntry/monadnockledgertranscript>

Home Event Details Sharing Promotion Finish

Event Information

Please fill out the information below. You will have a chance to promote your event at a later stage.

1. Event Title & URL

*Event Title

Event Detail URL

2. Location Information (required)

*Location Name

*Street Address

City, State

*Country

Zip Code

3. Date and Time (required)

Repeating Event

from to

4. Categories & Image

*Categories

Select Category...

Providing categories will help people more easily find the event

*Upload an Image

5. Description

Description

4. CATEGORIES and IMAGE

Categories: You can choose up to three categories out of hundreds, just one or two is sufficient. See “Monadnock Ledger-Transcript calendars” below to see what categories are best to select for the calendar you want your event to appear in and that best fits the type of event you are hosting.

Upload an Image: Based on the categories you select, City Spark will display suggested images. You can also upload your own photo or an image file of your event's flyer. This will only appear online.

5. DESCRIPTION

Description: This field appears online only and can be as lengthy as you would like. You can include what the event is about, songs in a performance, reviews, etc. You do not need to repeat the date and time information, location, or cost.

Labels: This is not something you fill out. It is for administrative purposes only.

Print Description: This field is similar to the first description and appears in print only. It is limited to 150 characters (letters, numbers, symbols and spaces). This is the space to include age restrictions, rain dates or required materials. You do not need to repeat date and time information, location, or cost.

6. EMBEDDED VIDEO

Media URL: You can include a link to a video that is online. This is not required and only appears online.

7. EVENT PRICE

Select free or paid event as is necessary for your event. If paid is selected boxes will appear for a low and high price. If there is only one price, you only need to put something in the low price field.

Price Description: This can explain the cost range, discounts, or registration requirements.

Ticket URL: If you are using a website for registration or ticket sales, you can put the link in this field.

8. EVENT CONTACT INFORMATION

Organization: If a particular group is hosting an event, it can be displayed here.

Contact Name: If someone wants more information, who should they contact?

Email address: Email is frequently used as contact for more information. If you aren't comfortable with publicly displaying your email, consider typing in the web address for your group or event.

Phone Number: New Hampshire phone numbers do not need to include the (603) area code. Out-of-state numbers/cell numbers with non-New Hampshire area codes should include the area code.

NOTE: For all fields, please avoid using symbols like &, *, %. For whatever reason, they do not translate well from the form to the calendar and often appear as gibberish code.

When all fields are filled, click “Next” and a screen will pop up for you to review the information. You can choose “Back” to make any last-minute edits or “Submit and Finish” to finalize the event. A page offering options to promote your event on the website will display next. All listings online and in print are free, but you can pay extra for the promotions. Choose an option or scroll to the bottom to continue without additional promotion.

When complete, you will have the opportunity to submit another event if you wish, and you will receive email notification your event is submitted.

Submit Event - Google Chrome
Secure | https://portal.cityspark.com/EventEntry/EventEntry/monadnockledgertranscript

Home Event Details Sharing Promotion Finish

Local writers Jack Hichner and Linda Warren will act as judges for the Monadnock event.
This year's regional winners will gather for a final showdown at the New Hampshire Institute of Art on April 5. The ultimate winner gets free entrance to Writers' Day 2017 (the region's largest literary conference) where they will read their winning work before an audience of publishers, editors, agents, and fellow writers.
Further information is available on the Peterborough Library website: <http://peterboroughtownlibrary.org/3-minute-fiction-stam/>, and on the Monadnock Writers' Group site: <https://monadnockwriters.org>
Please fill out this field if you'd like your event included in our printed events calendar.
Length: 967 - max allowed 150

6. Embedded Video (will be included in promoted and enhanced listings only)

Media Url
Add Another Video

7. Price & Ticketing

*Free Or Paid Free Paid Event Don't Know

Price Description (e.g., Children and Seniors get a 20% discount)

Ticket URL (e.g., <http://www.ticketite.com/event>)

Create Tickets Check here if interested in creating and selling tickets to your event

8. Event Contact Info (will be displayed to the public)

Organization (e.g., Springfield Arts Association)

*Contact Name (e.g., George Duncan)

Email Address (e.g., user@company.com)

*Phone Number (603-924-3121)

Back Next

Monadnock Ledger-Transcript calendars

Each of the print calendars below includes the listings within the specified top-level categories (and the contents of their respective sub-level categories). If you want your listing to appear in print, you must put it in a top-level category or a sub-level category that “rolls up to” a top-level category specified.

Community Calendar -- A Weekly Guide To Your Resources

Runs: Tuesdays

Region: Monadnock Ledger-Transcript coverage area

Categories:

- within Destinations > Festivals and Fairs, Parties and Reunions, Special Attractions
- Sports and Outdoors
- Learning
- Professional
- Lifestyle
- Civic Benefit
- Special Audience
- Pursuits and Hobbies
- Holidays

For example, include entries for the following: book clubs, storytelling, health and wellness, parenting, pets, hobbies, civic benefits, fundraisers, religion and spirituality, sports and outdoor recreation, cultural activities, reunions, talks and lectures, government meetings, causes and activism, support groups and community groups.

Events Calendar

Runs: Thursdays -- Arts section

Region: Statewide

Categories:

- Performing Arts
- Visual Arts (except Film)
- Literary Arts
- within Learning > Talks and Lectures
- Nightlife

For example, include entries for live music, open mic nights, author readings and events, performances such as theater, dance, comedy, musicals, opera, festivals and markets and museums and exhibits.

Movies

Runs: Thursdays

Region: State of New Hampshire

Categories: *Movies*

Galleries

Runs: Thursdays -- Arts section

Region: State of New Hampshire

Categories: *Galleries*