



# City of Del Mar

## ***How to Submit an Event to the Community Event Calendar on the Del Mar City Website***

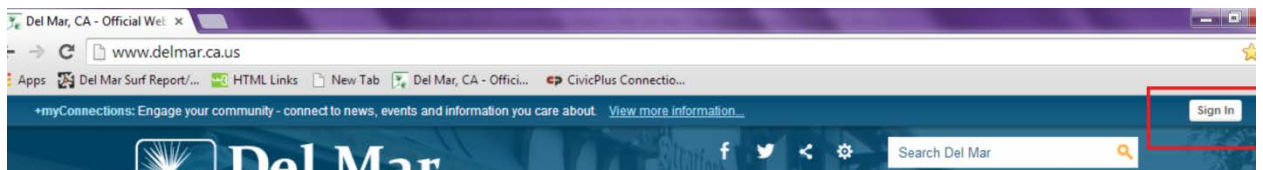
*The City of Del Mar has an online Community Event Calendar. The purpose of the Del Mar Community Calendar is to provide residents and organizations a location to view current scheduled events that are open to the entire community and that may be of interest to the public.*

*To submit your event for the calendar, follow the steps below. Your event request will be reviewed prior to it being posted. In order for an event to be posted on this calendar, the event must be open to the general public, held in the City of Del Mar, and hosted by a non-profit entity that directly benefits the Del Mar community.*

1. Open the internet browser of your choice (e.g. Chrome, Firefox, Internet Explorer, Safari) and go to the City's website at <http://www.delmar.ca.us>.

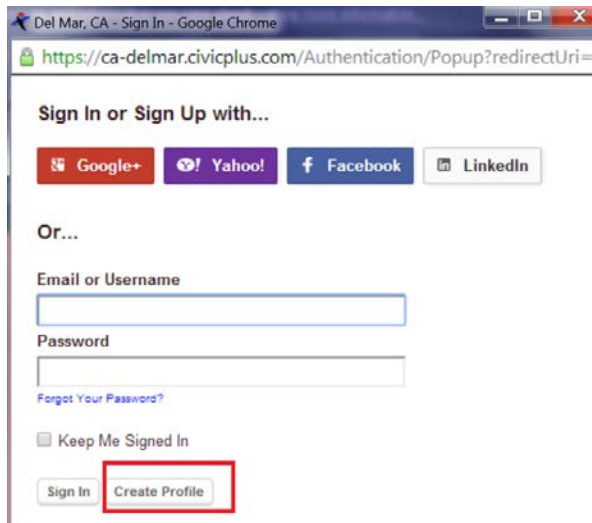


2. In order to submit an event, you will need to have an account on the City website. You may create a new account by clicking on the "Sign In" button at the top of the page. If you already have an account, enter in your user name (email address) and password and skip to **step 8 (see page 5)**.

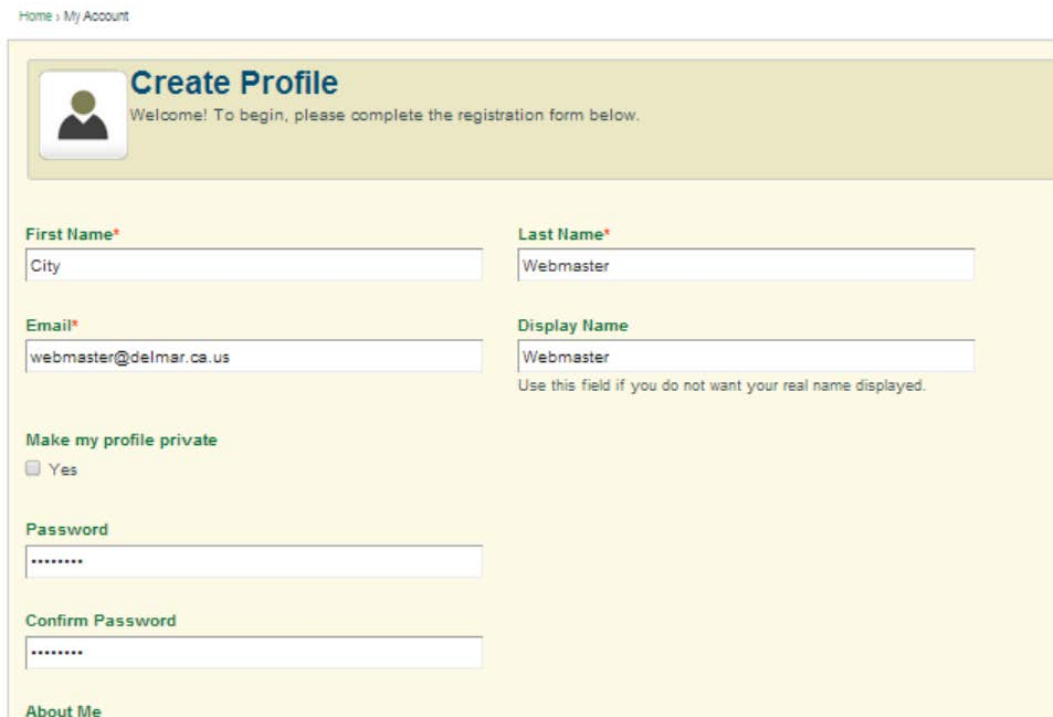


## How to Submit an Event to the Community Event Calendar on the Del Mar City Website

3. Click on “Create Profile.”



4. Fill out the form to create your profile. Fields with an asterisk (\*) are required fields. Read through the Terms and Conditions, check the box if you agree, and click on “Create Profile.”

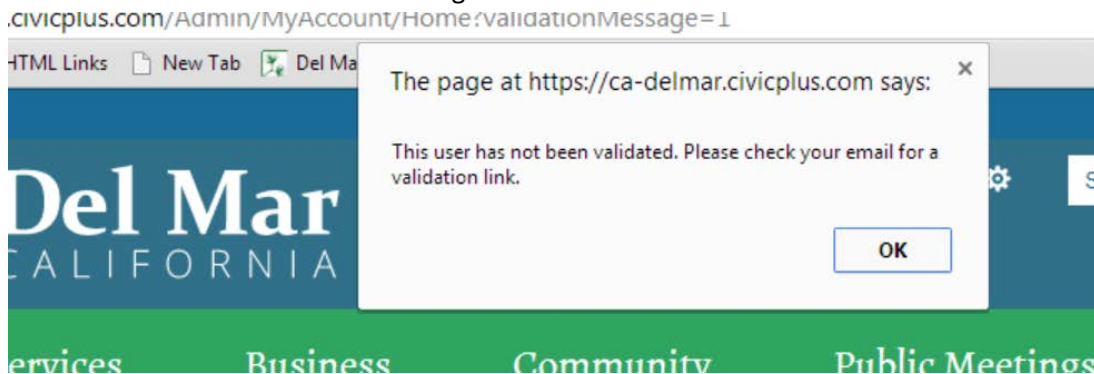


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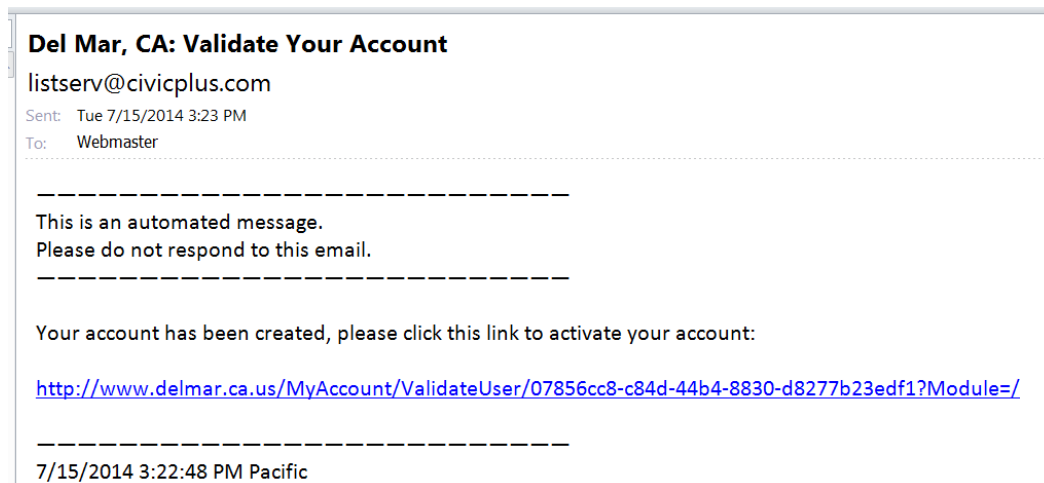
**User Authentication:**  
Because user authentication on the Internet is difficult and does not confirm that each User is who they claim to be, this site does not and cannot be involved in any way in any legal proceedings or control the behavior of participants or event that you have a dispute with one or more Users. This site does not and cannot be held responsible for this site from claims, demands and damages (actual and consequential and direct and indirect) of every kind and nature, suspected and unsuspected, disclosed and undisclosed, arising out of or in any way connected with the use of the site.

agree to the policies, terms and conditions \*

- After you click on "Create Profile", you will receive a message to check your email for a validation link. Click OK to the message.

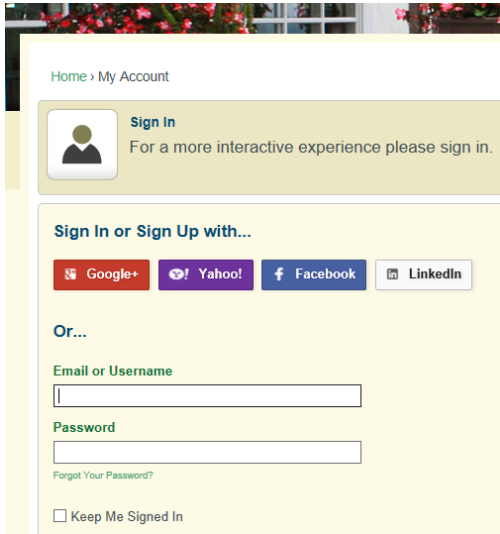


- Check the email account that you provided in the profile form, and click on the link to confirm your account.



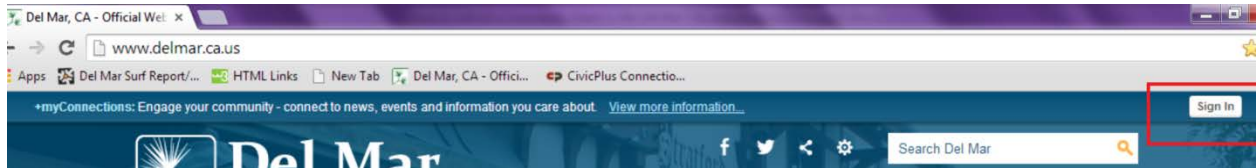
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7. Clicking the link in the email will open the sign in page for the website. Enter in your email address and password that you provided in the profile form to sign in.



The screenshot shows the 'My Account' page on the Del Mar City website. At the top, there is a navigation bar with 'Home > My Account'. Below this is a 'Sign In' section with a user icon and the text 'For a more interactive experience please sign in.' Underneath is a 'Sign In or Sign Up with...' section featuring buttons for Google+, Yahoo!, Facebook, and LinkedIn. Below these is an 'Or...' section with two input fields: 'Email or Username' and 'Password'. A 'Forgot Your Password?' link is located below the password field. At the bottom of the form is a checkbox labeled 'Keep Me Signed In'.

Next time you go to the website, you can simply click the “Sign In” button on the top right of the home page.

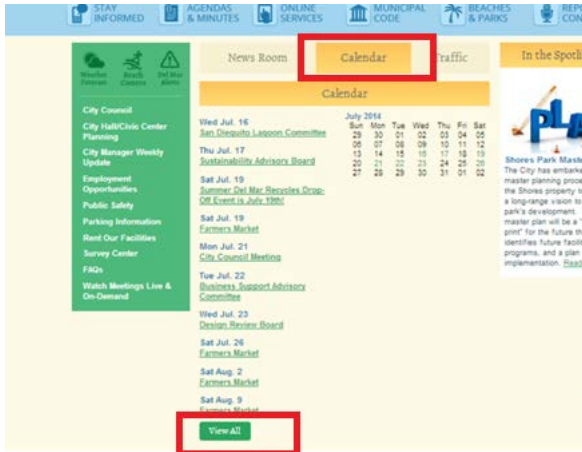


*Proceed to Step 8.*

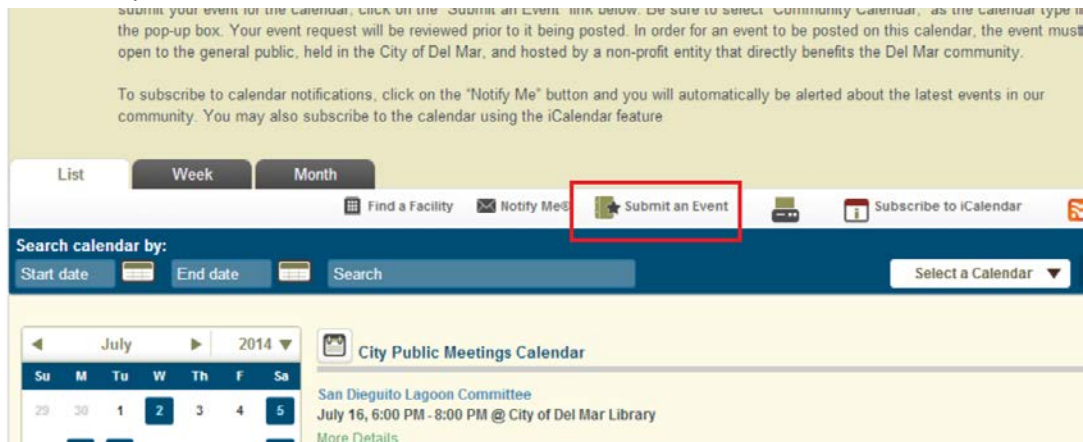
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Now that you are signed in to the website, you may navigate to the calendar and submit your event.

- Click on the “Calendar” tab in the middle of the home page. Click on the “View All” button at the bottom of the page.

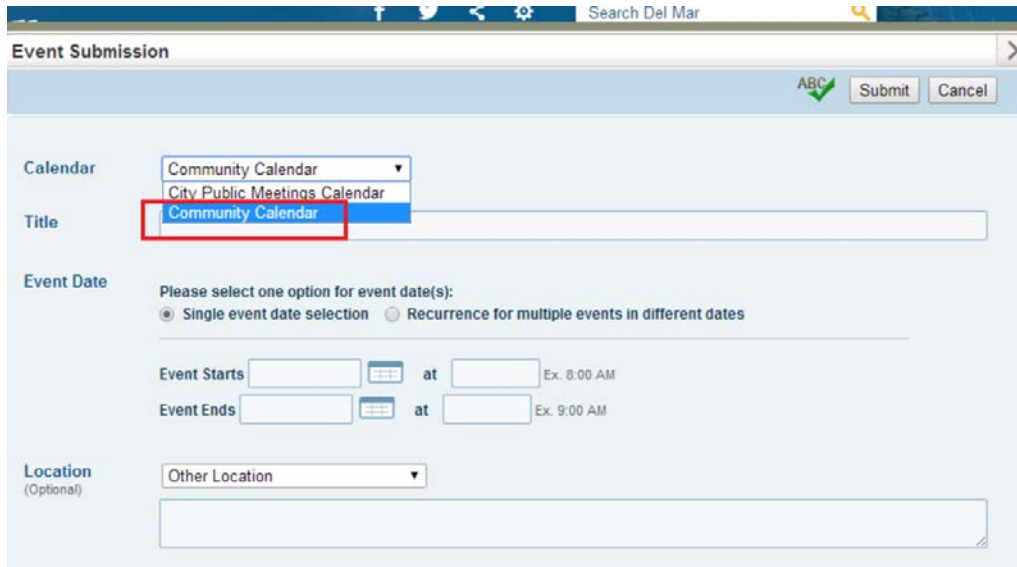


- To submit your event for the calendar, click on the “Submit an Event” link.



## How to Submit an Event to the Community Event Calendar on the Del Mar City Website

10. Be sure to select “Community Calendar,” as the calendar type in the drop down menu.



Event Submission

Calendar: Community Calendar

Title: Community Calendar

Event Date: Please select one option for event date(s):  
 Single event date selection  Recurrence for multiple events in different dates

Event Starts: [ ] at [ ] Ex. 8:00 AM

Event Ends: [ ] at [ ] Ex. 9:00 AM

Location (Optional): Other Location

11. Fill out the form and click on the submit button on the top right corner of the page. After you click “Submit”, you will see a pop up message:



Please note, your event request will be reviewed prior to it being posted. In order for an event to be posted on this calendar, the event must be open to the general public, held in the City of Del Mar, and hosted by a non-profit entity that directly benefits the Del Mar community.