

# How to Use

## Jewish New Mexico's Community Calendar



How to add your Event or Class

How to Publicize your Event or Class

## How to Add Your Event or Class

Please follow the instructions below to add your event or class to **Jewish New Mexico's Community Calendar**.

### **Wait! Before You Start!**

**Check to see if your event or class is already listed!**

1. Go to the top of the Calendar.

It can be Jewish New Mexico's Community Calendar or the JFNM Community Calendar. It makes no difference - they will both take you to the same place.

## 2. Click the Submit Event button.

The Jewish New Mexico Submit Event form will be displayed.

Whether it's an event or a class - the Tockify Calendar calls it an event. Don't worry - it's fine.



## 3. Provide some basic information.

You'll be asked for some basic information about yourself and the event or class.

Then it gets a bit more interesting.

To submit an event to our calendar just fill in this form: [Check and Submit](#)

### Jewish New Mexico

**Your Name**

**Your Contact Email**

**Private notes for the calendar owner (not shown with your event)**

**Event**

## 4. Provide a category tag and an image.

Please choose from the category tags shown below, which will appear in a drop-down list.

If you are adding a class - please select Class & Workshop.

If you are adding an event - please select the category tag that fits best.




A picture is worth 1K words. You can provide either a "raw" image or a "finished" image (like the one at the top of this page). A logo for the sponsor or event works even better. And a 600 pixel x 600 pixel square image works very well.

Keywords/Tags (comma separated)

Observance-&-Ceremony x add tags make your event easier to find

Event Image

Change Event Image 

## 5. Provide the date and time for the event or class.

If you are only sure of the dates, that's fine. If you know the start time but decline to predict when the event will be over, enter the start time as the end time.


from 04-08-37 at 9:00 am - to 04-08-37 at 9:00 am  All day

timezone America/Denver

## 6. Provide a description of the event or class.

The description can be as long and detailed as you want. Just keep in mind that readers want the important information as quickly as possible; so be reasonable. Website links are always valuable. Plus - you can do a lot of basic-but-nice formatting!

Event Description



**Birkat haChama (ברכת החמה)**  
**Blessing of the Sun**

Birkat Hachama (ברכת החמה, "Blessing of the Sun") refers to a rare Jewish blessing that is recited to the Creator, thanking Him for creating the sun. The blessing is recited when the sun completes its cycle every 28 years on a Tuesday at sundown.

Jewish tradition says that when the Sun completes this cycle, it has returned to its position when the world was created. Because the blessing needs to be said when the sun is visible, the blessing is postponed to the following day, on Wednesday morning.

Click [here](#) for a complete explanation of the importance of this ritual and the calculation of when

## 7. Provide an address for the event.

All you have to do is enter the name of the venue (i.e., Balloon Fiesta Park) as the Address and the city. Google Maps will, in most cases, do the rest.

Venue name/Room/Building (or other extra info)

venue information

Street Address

Albuquerque, NM, USA

Directions

directions to help people find you



## 8. Click the Check and Submit button.

The Check and Submit page will be displayed.

To submit an event to our calendar just fill in this form:

Check and Submit

## 9. Review the information you are about to submit.

If you want to go back and add / change / delete anything, click the Back to Editor button. If you are happy with what you've got, go ahead and click the Submit Event button.

You can always Contact [Abq Jew](#) with updated information. Or a better graphic. Or whatever.

Check and Submit

Submit Event

Back to Editor

For Calendar: **jewishnm**

Submitted By

Abq Jew (abqjew@abqjew.com)

Notes from the sender

This is important!

Event Details

## Birkat haChama (ברכת החמה) - Blessing of the Sun

Wednesday, April 8th 2037, 9:00am MST



### Then What Happens?

Shortly after you submit your event or class, **Abq Jew** will get an email that will direct him to the calendar's Submitted Event List, to approve / edit / reject your submitted event or class.

Whereupon **Abq Jew** does one or more of those things. Most often, **Abq Jew** will approve, or edit and approve. Since he tends to avoid confrontation, **Abq Jew** will almost never reject.

Your event is posted on

## Jewish New Mexico's Community Calendar

as soon as **Abq Jew** hits the Approve button.

If you don't see your event on **Jewish New Mexico's Community Calendar** a couple of days after you submit it, please contact **Abq Jew**. Sometimes things just get lost in the sauce.

If you want more information, or different information, or a new image, or the time has changed ... or whatever. Just Contact **Abq Jew** and he'll take care of it. Your posting is always editable.

## OK ... Now what?

### Birkat haChama (ברכת החמה) - Blessing of the Sun

2037 Wed Apr 8th 8:00am

Birkat haChama (ברכת החמה, "Blessing of the Sun") refers to a rare Jewish blessing that is recited to the Creator, thanking Him for creating the sun. The blessing is recited when the sun completes its cycle every 28 years.


Albuquerque, NM, USA

Observance & Ceremony



First, let's click on [Birkat haChama \(ברכת החמה\) - Blessing of the Sun](#) and see what we've got.


#### New Mexico Jewish Events


Look  More info

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2037 Wed Apr 8th 8:00am

Observance & Ceremony

Albuquerque, NM, USA 



### Birkat haChama (ברכת החמה)

#### Blessing of the Sun

Birkat HaChama (ברכת החמה, "Blessing of the Sun") refers to a rare Jewish blessing that is recited to the Creator, thanking Him for creating the sun. The blessing is recited when the sun completes its cycle every 28 years on a Tuesday at sundown.

Jewish tradition says that when the Sun completes this cycle, it has returned to its position when the world was created. Because the blessing needs to be said when the sun is visible, the blessing is postponed to the following day, on Wednesday morning.

[Click here](#) for a complete explanation of the importance of this ritual and the calculation of when to perform it.

calendar by food

1. We've got a full, nicely-formatted, easy-to-read explanation of exactly what the Blessing of the Sun is and why people should attend.
2. We've got the location of the Blessing of the Sun and a map to it.

**But wait! There's more!**



See that row of icons across the top of the Balloon Fiesta posting? That's where you can

1. Click the **Twitter** icon and share the Balloon Fiesta with your followers.
2. Click the **Facebook** icon and share the Balloon Fiesta with your friends.
3. Click the **Calendar** icon and save the Balloon Fiesta in your calendar.
4. Click the **Link** icon and copy the Balloon Fiesta link to your clipboard. You can then insert the link on your website, in an email, or wherever.
5. Click the **Email** icon and email the Balloon Fiesta posting to your email contacts.

## **We're not done yet!**

Depending on how you and **Abq Jew** have set up your event posting, you can click a tab to **Buy Tickets**, get **More Info**, and/or **RSVP** for your event.

