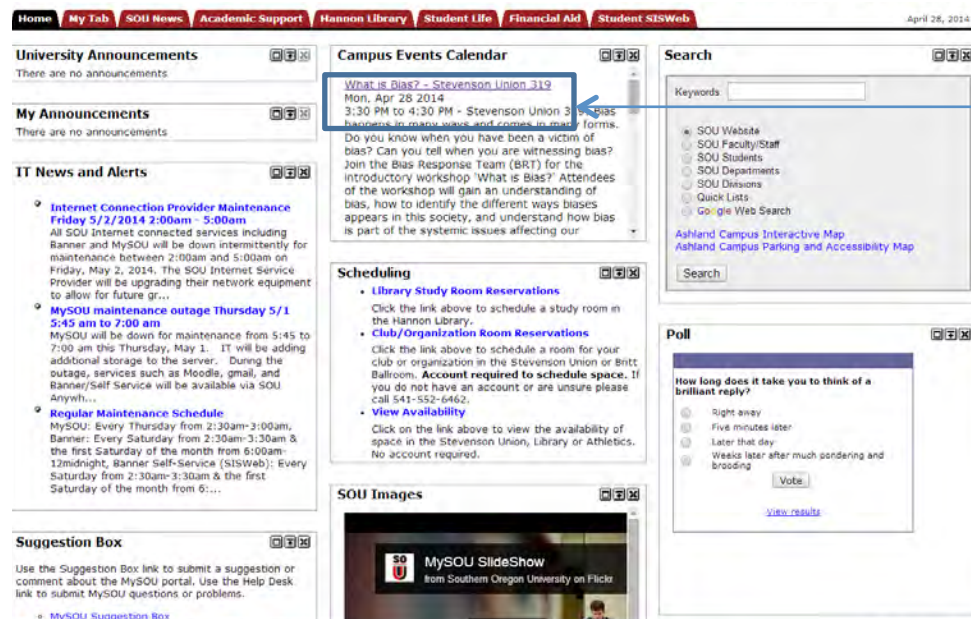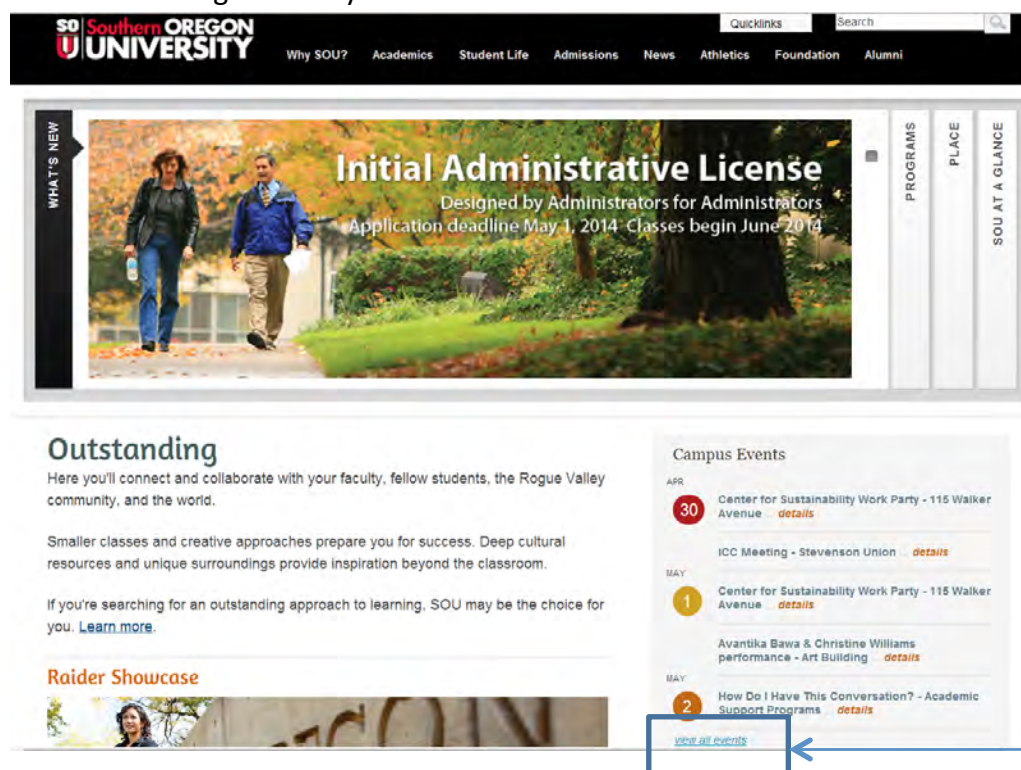# Master Calendar – Submitting Events to the Calendar

All events that appear in the SOU calendar must be submitted using the online form available through the SOU website. Events must then be approved by the calendar administrator. Event rooms MUST be reserved separately through the manager of the building where the event will take place.

Follow these steps to post to the campus calendar.

1. Access the calendar home page. This can be done in one of two places. You do not need to be signed into you SOU account to submit an event.

From the SOU homepage, click on "View All Events."

From the MySOU Home tab click on the event link to open the event.

Clicking on an event from the MySOU page will take you here. Click on "Back to Calendar" to get to the calendar homepage.
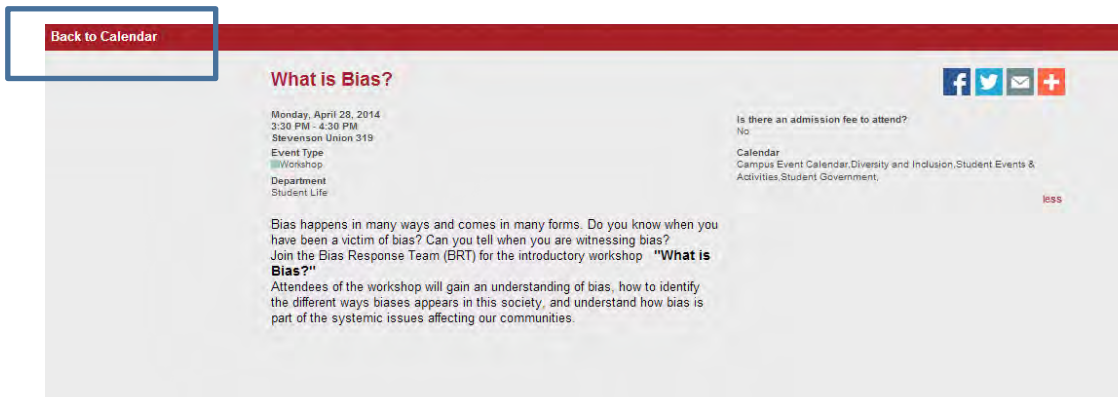
2. This is the calendar homepage. Click on "Add Event" to open the submission form.
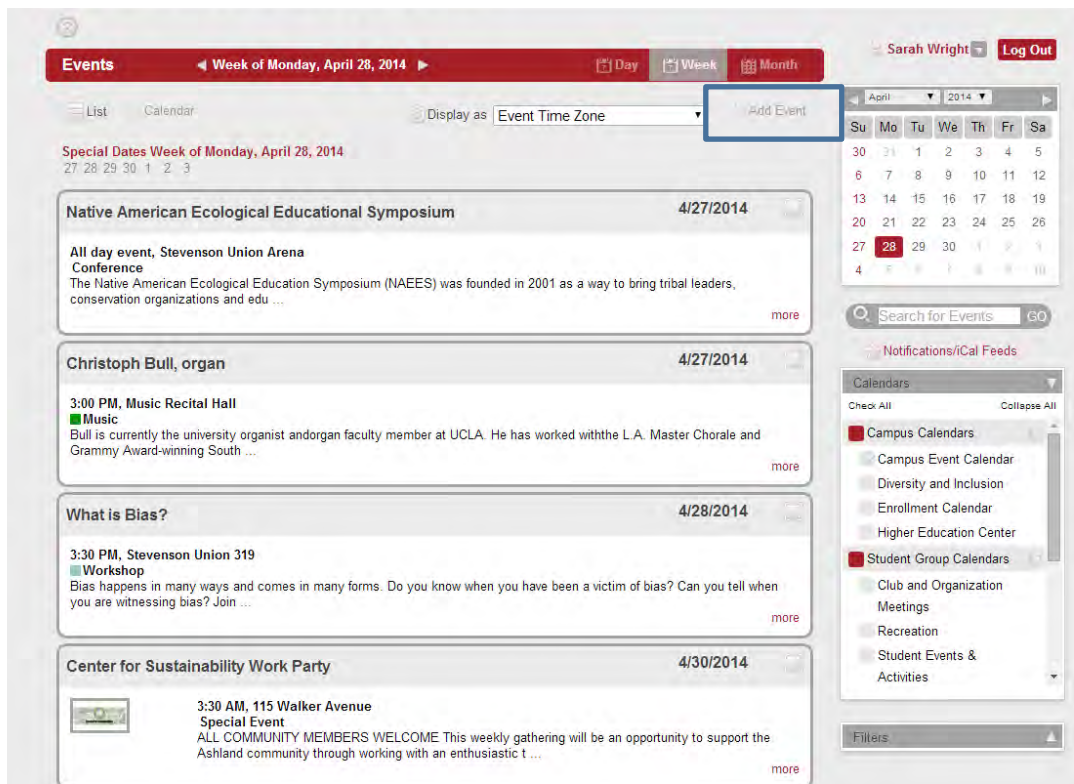
3. Fill out the Event Submission Form.

Post Date: The date the event will APPEAR in the calendar. NOT the event date.

Title: keep this simple and to the point.

URL: add a link to facebook if you have one.

Description: keep this simple and to the point. Too much text is overwhelming. Feel free to change the font color and style.

Event Date: change the date and start and end time.

Image: upload an image from your computer. Be sure to resize. The image should be small, less than 150 KB.