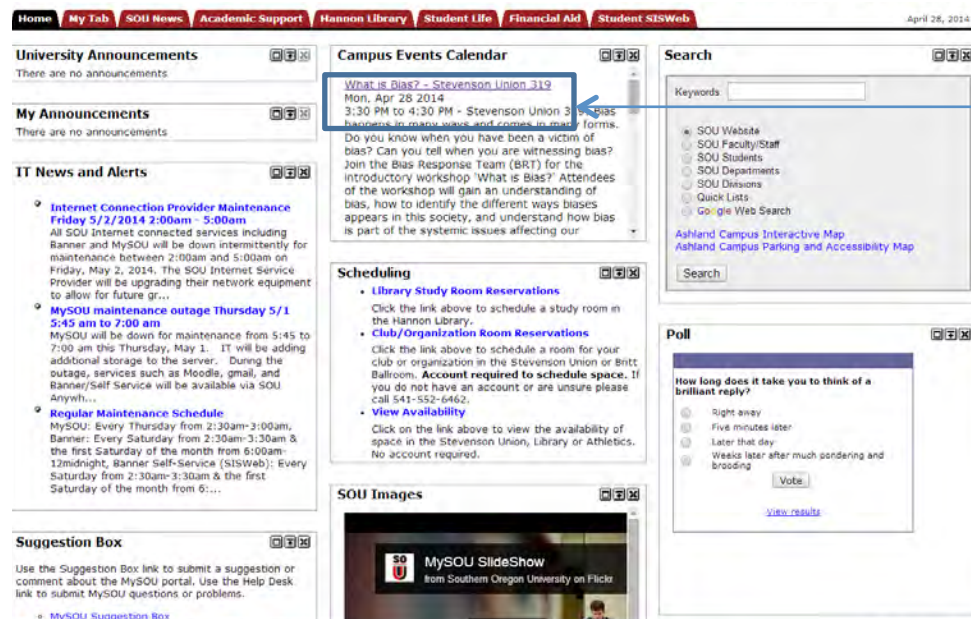
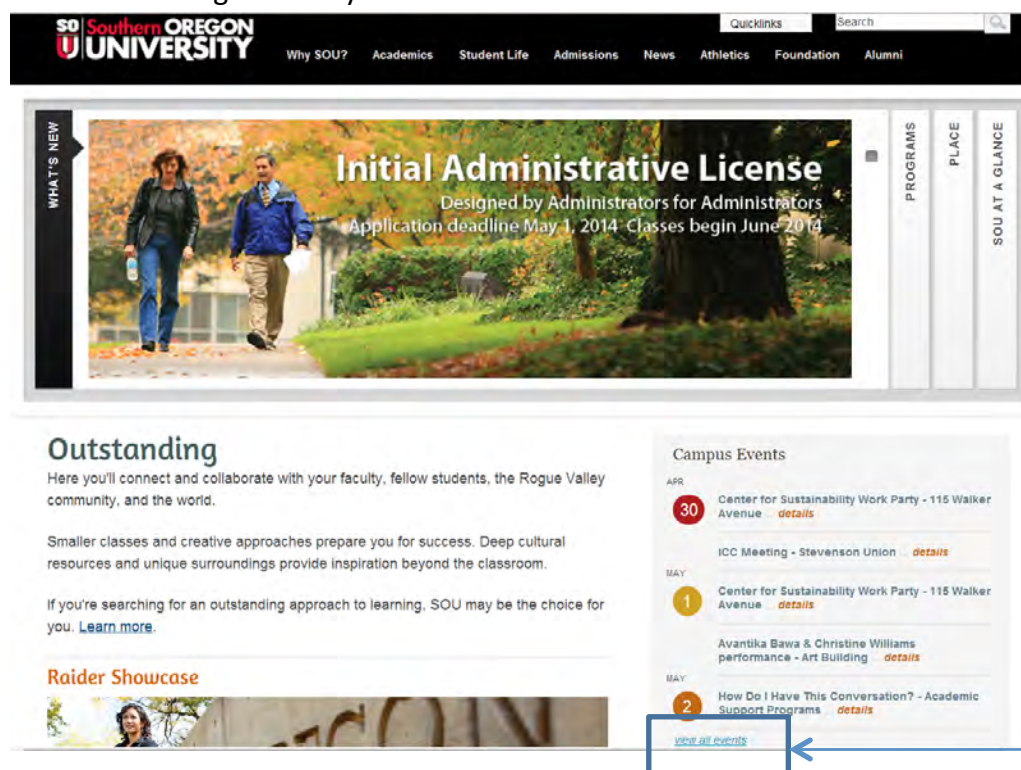


## Master Calendar – Submitting Events to the Calendar

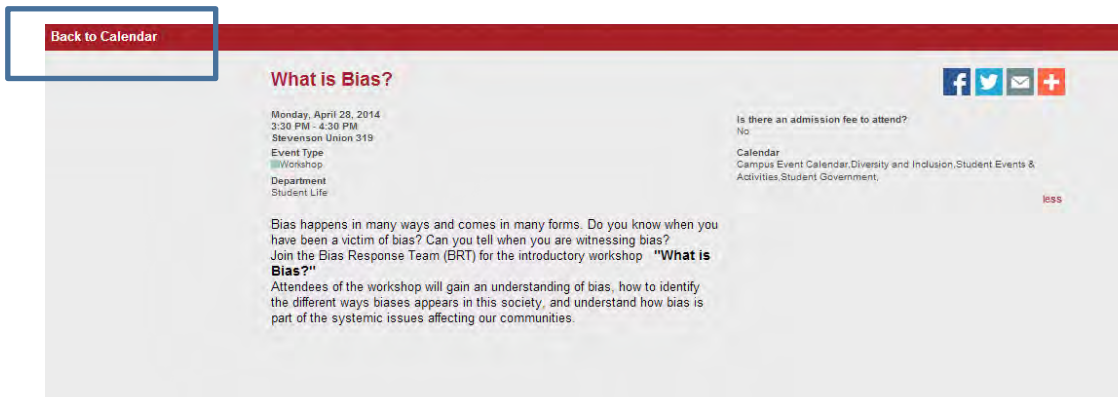
All events that appear in the SOU calendar must be submitted using the online form available through the SOU website. Events must then be approved by the calendar administrator. Event rooms **MUST** be reserved separately through the manager of the building where the event will take place.

Follow these steps to post to the campus calendar.

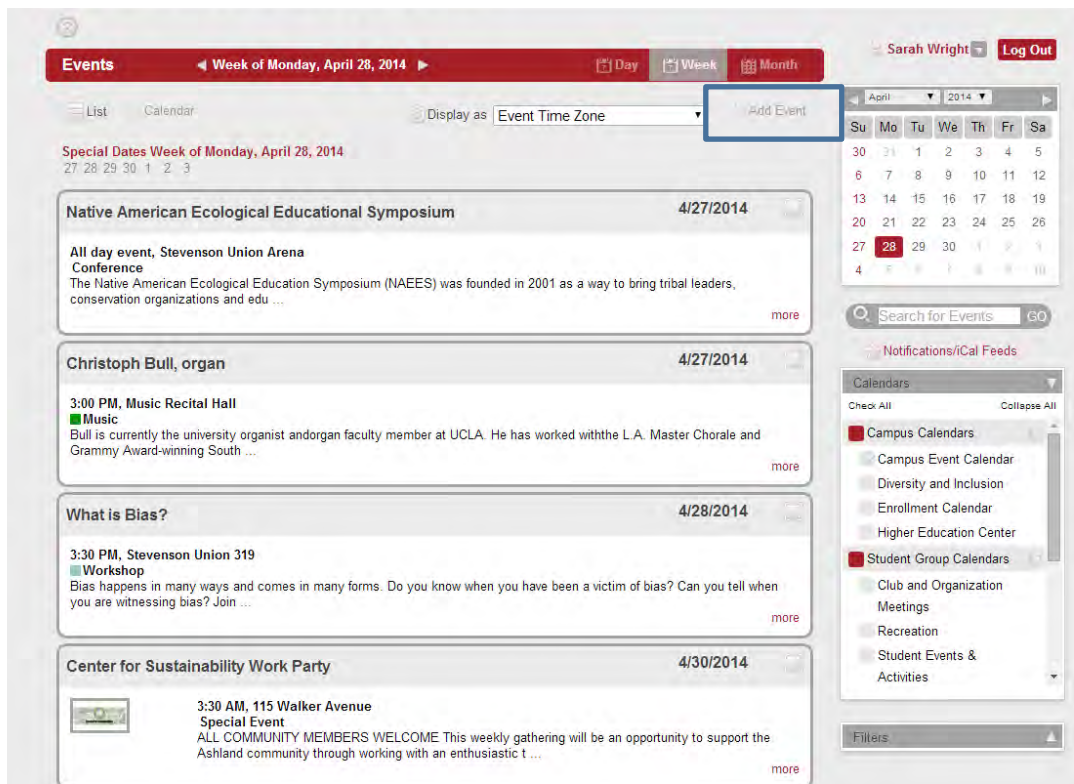
1. Access the calendar home page. This can be done in one of two places. You do not need to be signed into your SOU account to submit an event.



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.

The screenshot shows the Southern Oregon University Event Submission Form. The header features the university's logo and a navigation bar with 'guest' and 'Login' links. The form is divided into several sections, with red boxes highlighting specific areas:

- Post Date:** A date picker set to 4/28/2014.
- Event Info:** A section containing fields for Event Title, Event URL, and Event Description (with a rich text editor).
- Event Date(s):** A section for scheduling, including options for Single Day or Recurrence, Event Start Date (4/28/2014), Event Time(s) (9:00 AM to 5:00 PM), and checkboxes for 'Timed event', 'All day event', 'No end time', and 'End time goes into the next day'.
- Event Image:** A section with an 'Add Image' button.
- Event Contact:** A section with fields for Contact Name, Contact Email, and Contact Phone, each with a 'Hide' checkbox.
- Event Group - Priority:** A section with dropdown menus for Priority (Medium), Calendar, Event Type, and Department, along with a 'Select Multiple' checkbox.
- Location:** A section with fields for Location and Location URL.
- Additional Event Info:** A section with tabs for Custom, Emails, Attachments, and Tags, containing fields for Type, Field name, and Description.

At the bottom of the form are buttons for '+ Finished' and '<> Save/View Event'.