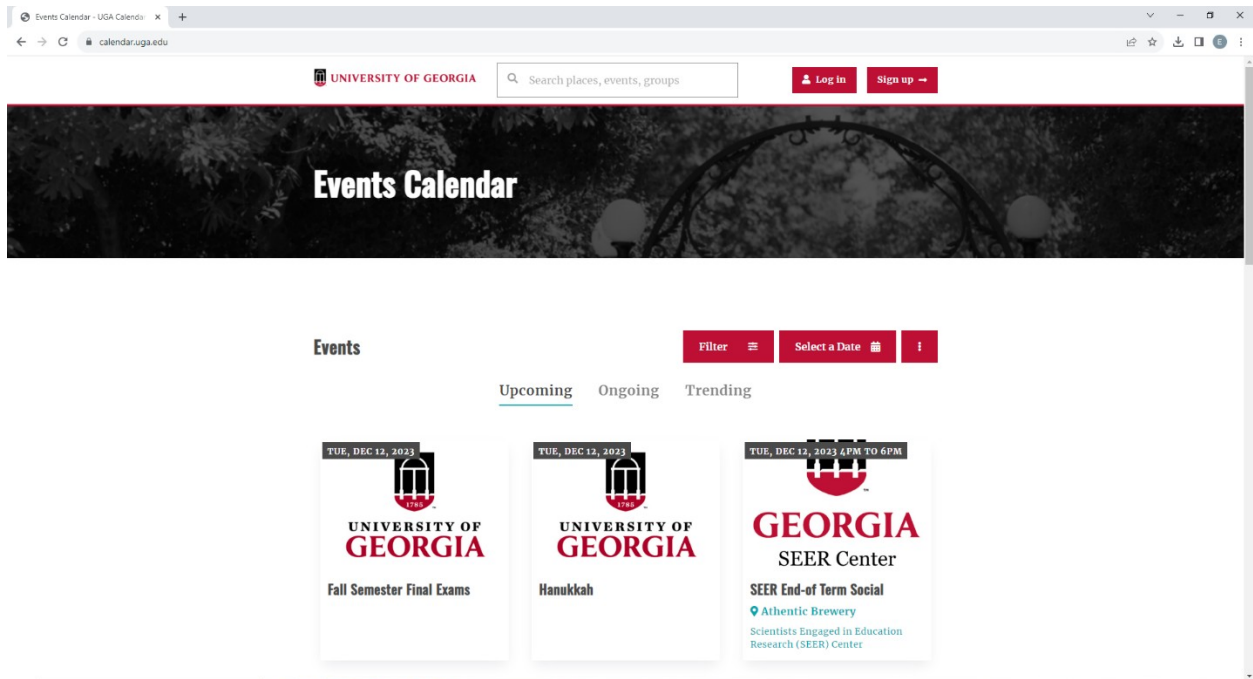


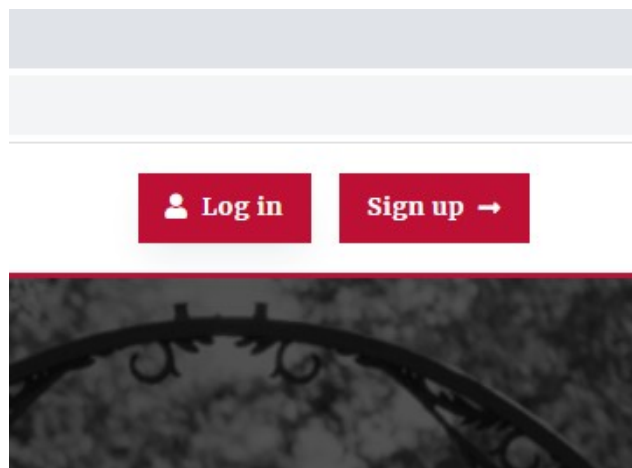
Adding an Event to the UGA Master Calendar

Note: All events put on the Master Calendar are visible to the public, not just members of the university.

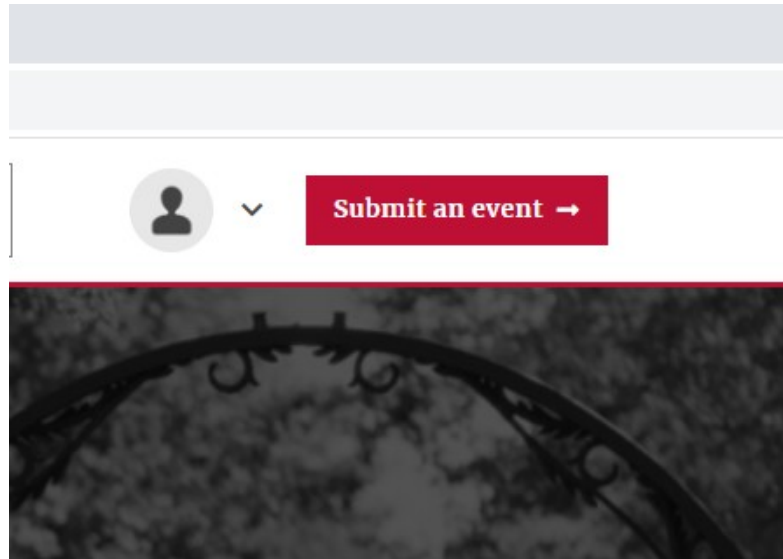
1. Navigate to the master calendar website (<https://calendar.uga.edu/>)



2. Log-in to the system using your MyID



3. Click "Submit an event"



4. Fill out the appropriate information

- a. Event Contact information will be displayed on your event page. This is where inquiries will be sent to once your event page is live. Make sure this is someone who is aware they will be getting inquiries about this event.

Additional Details

Hashtag i	Event Website
Event Contact Name i	
Event Contact Phone Number	
Event Contact Email	

- b. Filters – Here you can further specify details of the event

- i. Event type – Select all that apply. For example, an event for a guest lecturer would be tagged as “Lectures and Discussions”.
- ii. Audience – Select the target audience for the event. Select all that apply. For example, you can tag current and prospective student when creating an interest meeting for a Study Abroad program.
- iii. Topic – Select the general content the event will be focusing on. For example, if a guest speaker was giving a talk on recent research, it can be tagged as “Research”.
- iv. Department – Always tag the Department of Romance Languages under “Department”. If there are any other applicable departments, you can tag them as well.
- v. Group – If the event is associated with specific university programs or institutions you can tag them here. If you want to tag the Willson Center, check in with Erin or Antonella if before doing so.

Filters

Event Type	Audience
Topic	Department
Group	Department of Religion
	Department of Romance Languages
	Department of Small Animal Me

Ticketing

Ticket Cost	Ticket Link
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- 5. Click “Submit Pending Event”
 - a. All events are subject to approval. You will receive an email once your event is approved.

Ticketing

Ticket Cost i	Ticket Link
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Cancel

Submit Pending Event



6. Check the master calendar after your event is approved to make sure all details are correct.

For further help with adding events to the UGA Master Calendar, please email Erin (erin.cribbs@uga.edu) or Antonella Pérez Ferrero (apf@uga.edu).