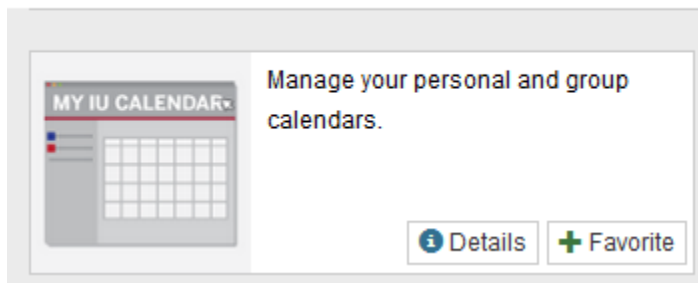# How to Add Events to Your IU Northwest Events Calendar
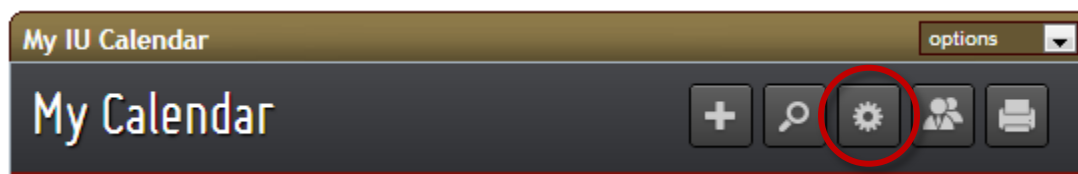
Please Note: adding an event to a campus calendar does not "schedule" the event or reserve any location. It just adds the event to a calendar others may view.

Login to One.IU
Search and click on the "My IU Calendar" app

In the top right corner of **My Calendar** (it must be *My Calendar*—none of the others you may have listed as Favorites will work), click the **Gear** button.

The screen changes to show an extended list of **Calendar Options**. Click **Maintain Group Calendars**.

You will now see the calendar(s) you have been authorized to add/edit/approve/delete events for. To switch **from** *My Calendar* **to** the one you want to add events to, click the **Maintain Events** button for that calendar.

(The **Settings** and **Remove** buttons will only be available to "Administrators" who create the calendars.)

The calendar you chose opens. Note the name change in the grey header bar at the top of calendar.

Click the **+ button** to add a new event.

The **Add/Edit Event screen** opens to the **Overview** tab with some default information on it. **Required fields** show an **asterisk** by their names. Fill in other information as appropriate.

Clicking in the **Start and End date boxes** opens clickable calendars or you may type the dates in.

Clicking in the **Start** and **End time boxes** opens drop down lists of times in 15 minute intervals.
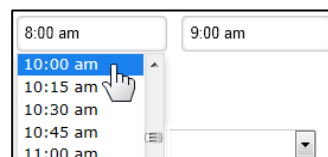
Location box: (optional) Type in the location or click the **Map it** link to add a Google Map of the location. The **Choose a location** window opens. *IU Northwest* will show as the default **Campus**. In the **Location** drop down list, choose the correct IU Northwest building. Click **OK** to accept your choices or **Clea**r to start over.

Note: you can add the building room number after you click OK to return to the Overview tab.

On the **Event Details tab**, only the **Contact Email** address is *required*. If your department uses a "group" or "departmental" email address, you may want to use that here. Other information is optional. **Cost** refers to whether there is a fee to attend. It is informational only.
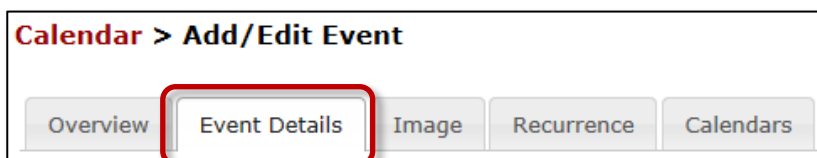
The **Image tab** is not being used at this time. The *default* IU Northwest image will be automatically added until an appropriate image library is ready.

Use the **Recurrence tab** if you want the event to repeat on a regular schedule. Options vary depending on which **Repeats** button you choose. This feature is very similar to the Repeat function of our Outlook calendars.

Special Note: **If** your event continues two or more days in a row, **do only ONE** of the following:

- On the Overview tab, enter the date and time as if the event only occurs on one date. Then on the Recurrence tab, choose *Daily* repeats button. On the *Ending* area on the right side, enter the number of days it will repeat or enter the last date on which it should appear.


- On the Overview tab, enter the beginning date and the end date—time as appropriate. If you use this method, do NOT use the recurrence tab options.

On the **Calendars tab**, are three sets of side-by-side boxes: **Add Event**, **Submit Event**, and **Feature Event**. The boxes on the left are *available* calendars. Use the **arrow buttons** in the middle to move a calendar name to the right if you want your event to appear on that calendar.

focus on add event to other calendars Since you are an *Approver* for this calendar, the event you've been creating will automatically show in the right-hand **Add Event** box. **If** you are authorized to add events to other IU Northwest calendars, you can select and move them to the right-hand Add Event box
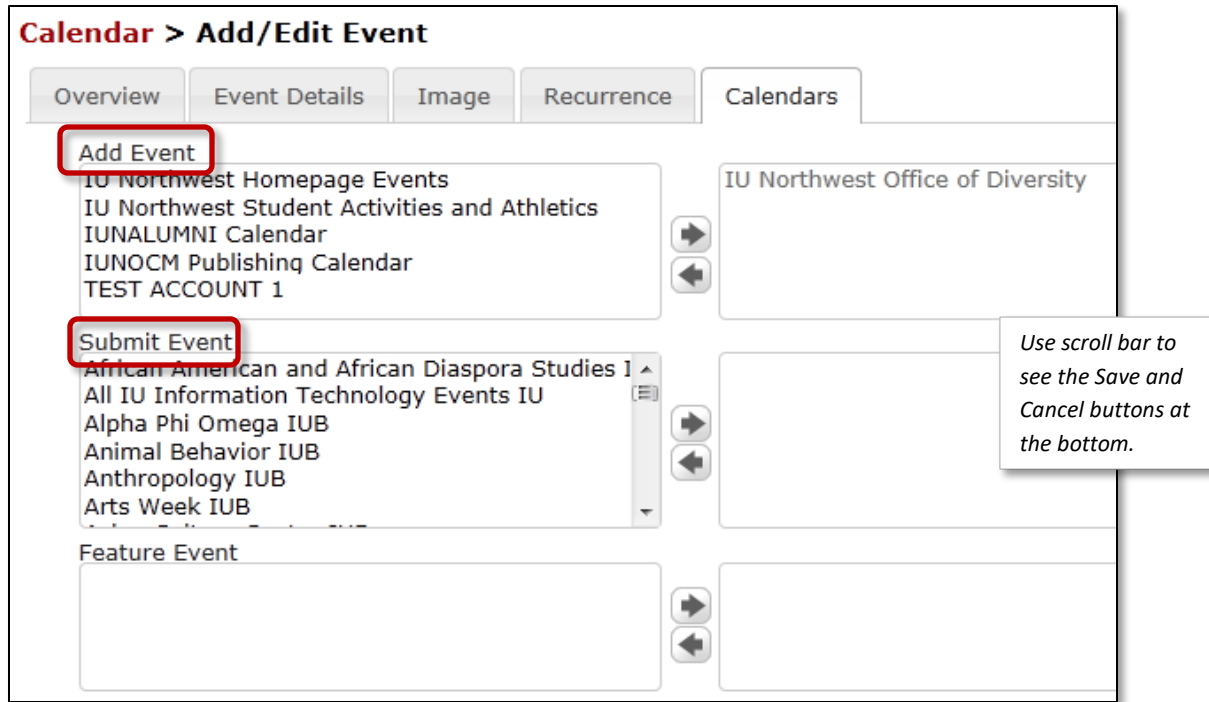
also.

If you are not an *Approver* for other calendars, but you would like your event to appear on any of them, select the calendar name(s) in the left-hand **Submit Event** box and use the arrow buttons in the middle to move it/them to the right side. Your request will generate an email to the Approver who will review your request and Accept or Decline its addition. You will receive an email notifying you of the acceptance/rejection of your request.

The **Feature Event** set of boxes are used to create a "feature banner" at the top of a calendar. It's use should be limited to those events that merit special attention. It's particularly useful when you have an event scheduled beyond the current month that you want everyone to notice.
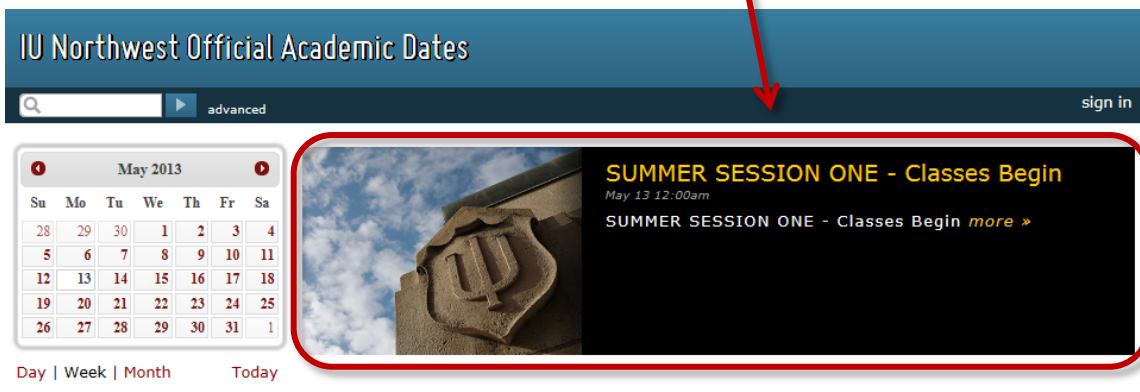

In the Feature row of boxes, select your calendar name on the left. Use the arrow buttons in the middle to move it to the right side. Your event will appear in the feature banner at the top our your calendar.

When you are satisfied with your entries, if necessary, use the **scroll bar** on the right to find the Save/Cancel buttons near the bottom of the page. Click **Save** to add your event to the campus calendar for which you are the Approver (and forward your requests to other Approvers).

If your event was successfully added, you will see this confirmation message:
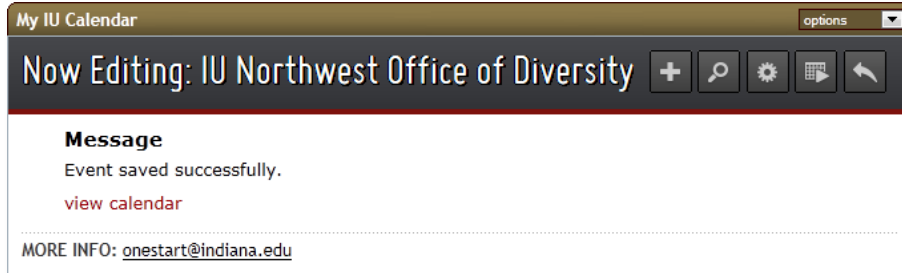
Clicking the **view calendar** link displays the full calendar.

If you need to edit or delete an event on the calendar you approve, login to One.IU, and click the **Maintain Group Calendars** link just as if you were going to add a new event. Click the **Maintain Events** button. The calendar will open. **Locate the event** on the calendar and **single click** it.

The **Now Editing:** … window opens. Click the **appropriate button at the bottom** of the window. You may edit the recurrence pattern, edit any details, or delete the entry completely in case of cancellation.
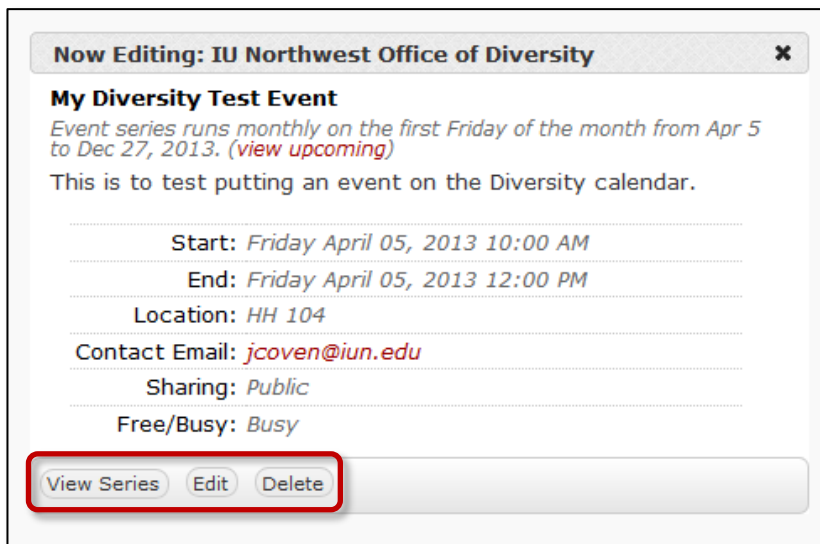
If you choose to **Delete** the event, you will be **asked to confirm** your action. Click **Delete** to confirm.
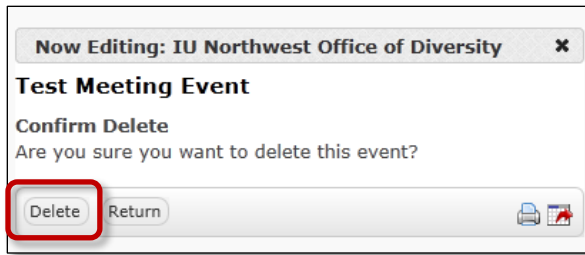
Special Note: Whenever you need to access the full list of Calendar Options, you need to use the **Gear button** on **your own My Calendar** page. To return to your My Calendar, at any time, click the **go to my calendar** button in the control buttons in the top right corner.