How to Submit an Event to an IU Northwest Events Calendar

Introductory Notes:

Please Note: adding an event to a campus Event Calendar does not "schedule" the event or reserve any location. It just adds the event to a calendar others may view. Please use the **IU Northwest Event Scheduler** to schedule a location and other resources. **After** you have received an approval, use these directions to submit a request for your event to be published on one of the IU Northwest calendars. If your event does not require a room reservation or other resources, you can submit your event to a calendar without using the Event Scheduler.

Descriptive and complete entries are key to maintaining a robust and useful tool for all campus users, and for securing strong attendance at the events you are advertising. Please review our **Event Calendar Best Practices** to ensure your submission contains all the information needed by Calendar Approvers and to ensure you are providing your audience with complete and engaging information about your event.

For additional guidance in developing calendar entries, which may also be considered as "news releases" to be sent to local media outlets, refer to our **Sample IU Northwest News Release** and coordinate with the Office of Marketing and Communication well in advance of your event.

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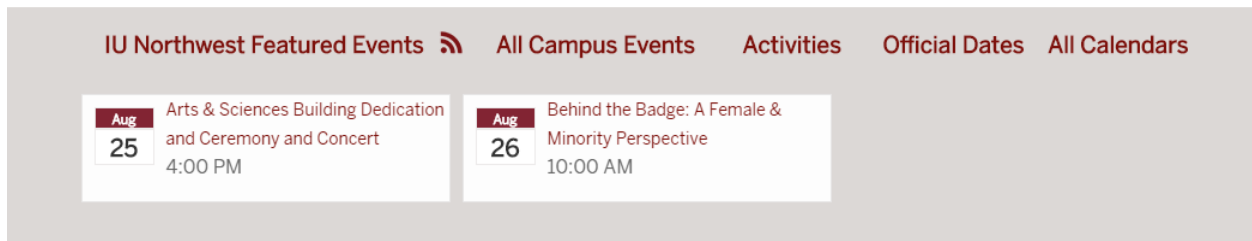
Open your web browser, such as Internet Explorer, Firefox, Chrome or Safari.
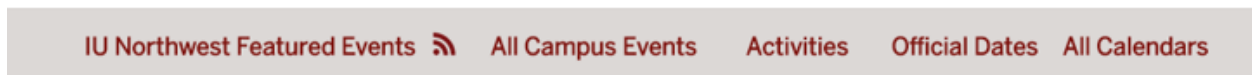
Go to the IU Northwest homepage: http://www.iun.edu . At the bottom of the page the links for the different calendars.

The full calendar opens. On the **left** side of the calendar are links to the other IU Northwest calendars.
(The first link goes back to the IU Northwest Homepage.)

You may submit an event to any of the following:

- IU Northwest Student Events

- IU Northwest Lectures, Meetings, Conferences and Special Events

- IU Northwest Diversity, Equity and Multicultural Affairs

- IU Northwest Alumni

The calendar you selected opens. Click the **submit event** link near the upper right corner.
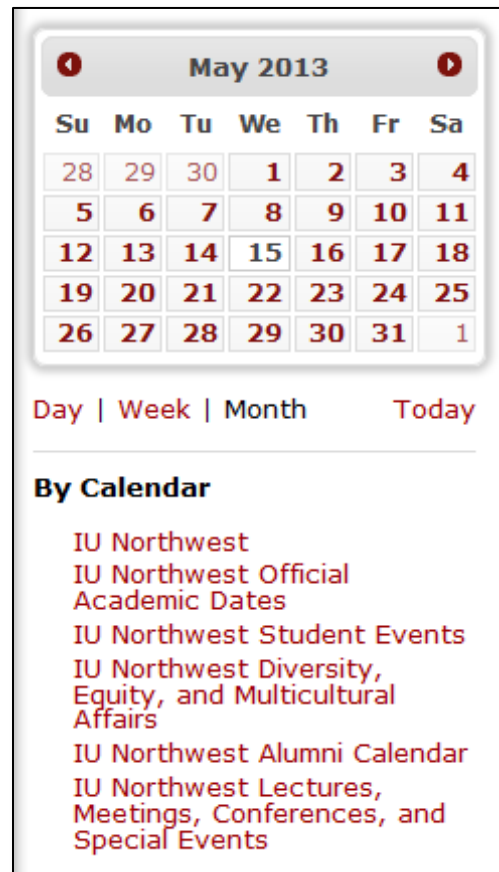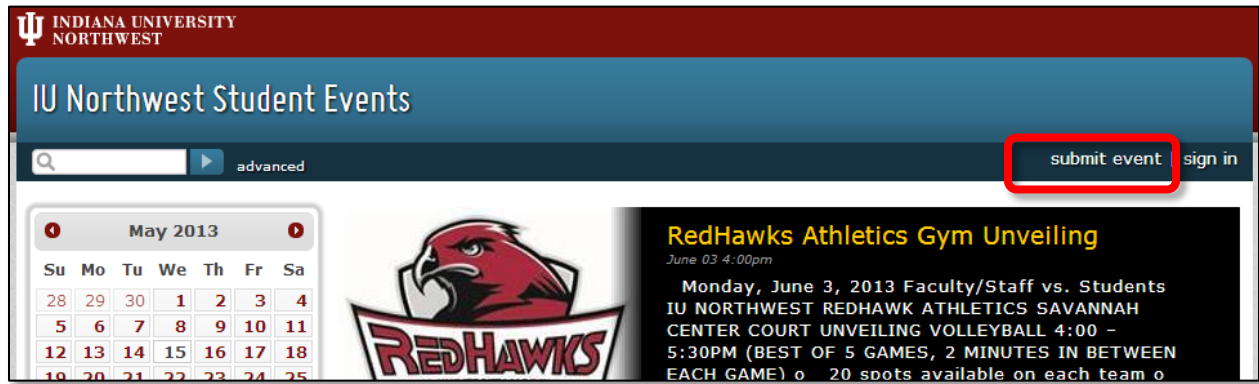
The **Submit Event** window opens showing four (4) tabs. An **Asterisk** indicates **required** information. Complete the information on all four tabs before you click **Submit**.
(Please review the Event Calendar Best Practices before completing your submission.)

Overview tab:

- **Event Name* (required):** This will appear as the Title of your event in the calendar listing.
- **Description:** Type in a description with as much detail as you think participants will need. Think of this as an advertisement. Or, you can copy and paste from an email or a document you created using a program such as Microsoft Word. Keep your formatting simple.
- **Your Name:** Please enter your full name for the Approvers.
- **Your Email* (required):** Enter your university email address to receive notifications from the Approver.

Time & Location tab:
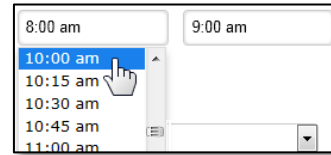

- **Start* and End* Dates (required):**

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 Time tab.

Event Details tab:

Submit Event

Overview | Time & Location | **Event Details** | Recurrence
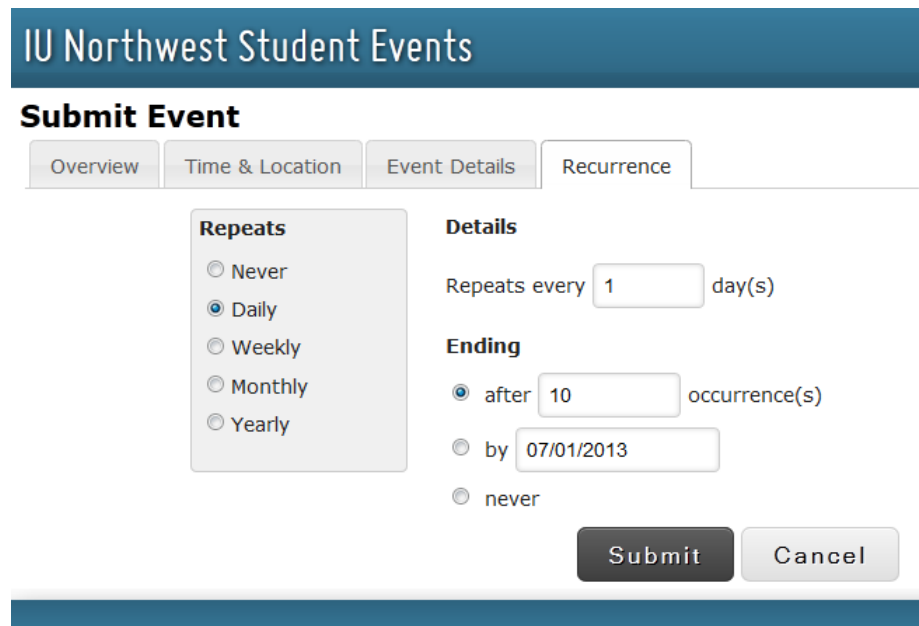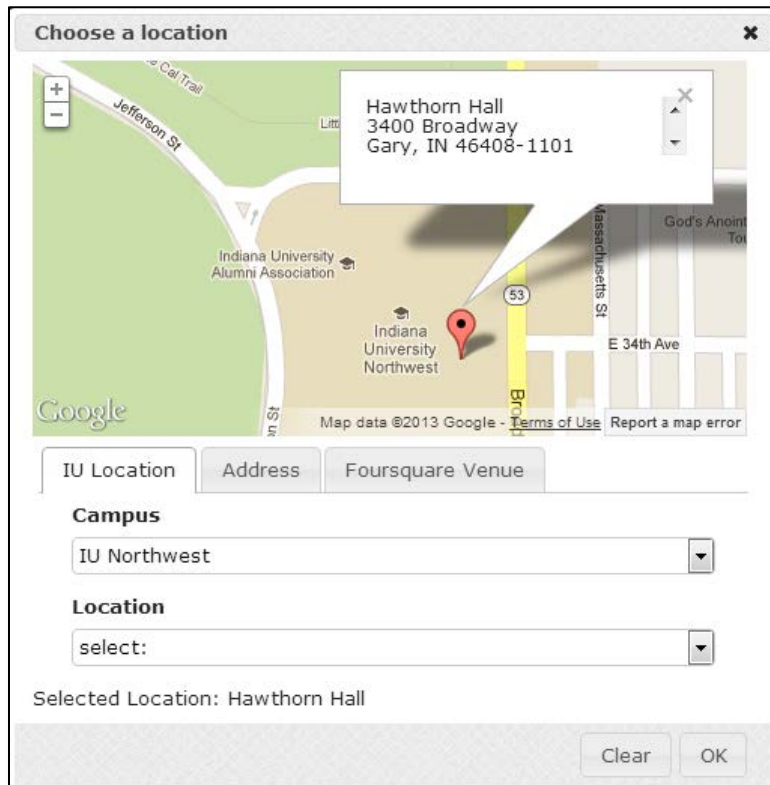
- **Contact Email: (required):** If your department or group uses a "group" or "departmental" email address, you may want to use that here. This is the email address guests will use if they have questions about your event.
- **Contact** (optional)**:** Name of the person guests can contact.
- **Cost** (optional)**:** refers to whether or not there is a fee to attend. It is informational only.
- **More Contact Info** (optional)**:** Good place for a phone number .
- **Other Info** (optional)**:** Use as appropriate.
- **Url:** (optional)**:** Is there a web page that provides additional information about the event or your organization, or program? Enter it here and be sure to include the http:// part.

Recurrence tab:

Submit Event

Overview | Time & Location | Event Details | **Recurrence**

Use the **Recurrence tab** only if your event repeats on a regular schedule, for example, every month. Options vary depending on which **Repeats** button you choose. The **default choice** is **Never**—your event does not repeat.

Special Note on events running for several consecutive days:

IU Northwest Student Events

Submit Event

Overview | Time & Location | Event Details | Recurrence

Repeats
- ○ Never
- ● Daily
- ○ Weekly
- ○ Monthly
- ○ Yearly

Details

Repeats every [1] day(s)

Ending
- ● after [10] occurrence(s)
- ○ by [07/01/2013]
- ○ never

[Submit] [Cancel]

If your event runs for seven (7) consecutive days or less, you may use the Start and Stop dates on the Time & Location tab to reflect the number of days.

 However, if your event is over seven (7) days, you must use the Recurrence tab to show the longer repeat time.

Submit Your Event:

After you review all your entries and choices, click the **Submit** button at the bottom on any of the tabs.

You will immediately receive an email asking you to confirm your submission. **Your request will not be sent to the calendar Approver until you respond to the email.**

This procedure prevents spam messages from outside IU Northwest. You **must** enter your own email address to confirm you are the person submitting the event. Your email address here has nothing to do with whom attendees should contact if they have questions. It just confirms who submitted the request and then releases it to the Approvers for review. (You may also edit or delete your request at this point.)

After your event has been reviewed, you will receive another email to let you know whether your event was accepted or rejected for publication on a calendar.

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If you have any questions about Event Calendars, please contact the **IU Northwest Support Center**:

Hawthorn Hall 108 – iunhelp@iun.edu – (219) 981- H-E-L-P (4357)

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