Visit: https://events.uconn.edu/ and scroll to the bottom of the page.
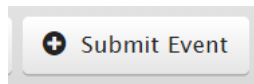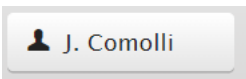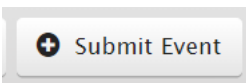
Click on:

You will be prompted to log in with your NetID and password.

Scroll back down to the bottom of the page. You should see your initials on the left side of the screen:

Click on:

And you'll see this screen pop up:

The event image must be square, or it will get cut off when you go to upload it. I would recommend a Canva design that's 800 x 800. Usually, we take our original design and resize it to fit this dimension.

Fill in the name, location, etc. and make sure to post the registration link for the event in the description. This event will be public for anyone to see. If there are special restrictions (invite only etc.) make sure to specify. Include location, time, and a brief description of the event.

Primary: select the primary calendar you want the event to appear on (our office does School of Business Alumni)- as you type, calendars options will auto populate

Crosslist: Choose other calendars to include the event on. By default it is always included on the UConn Master Calendar- as you type, calendars options will auto populate. I would encourage you to explore what's available.

Once the event is submitted you will be notified by a pop up and be sent an email. Once the event is approved by the calendar owner, you will be sent an email letting you know.