Entering an Event on the Washburn Events Calendar

1. Calendar can be found at http://events.washburn.edu
2. To add an event, click the Submit Events link

3. Fill in the Event Submitted By area (all fields are required even though they are not marked that way).
   - This information will NOT be listed on the calendar.

4. Fill in the Event Information area (all fields are required).
   - You can choose more than one category.
   - If your category is not in the list, contact webmaster@washburn.edu.
5. Fill in the Event Location (You can search for the location using the steps below)
   a. Type the search terms in the Location Keyword Search box
   b. Click the Submit link
   c. Areas matching your search will be displayed in the location box

6. Fill in the Event Schedule area (Start and End Dates are required).
   • You can list a start TIME without an end TIME (may be used for events like concerts or dances).

7. Fill in the Event Contact Information area (all fields are required)
   • This information WILL be listed on the calendar

8. Fill in the Other Information as necessary

9. Click the Submit button
10. Preview your event information, if you need to make changes, click the Back button

11. When everything looks correct, click the Submit button
12. You will be given a confirmation page and sent an email
   • Your event will NOT be automatically placed on the calendar. It will first be approved by a calendar administrator.

13. The email will provide you with information about event approval and a link to remove the event if the event is cancelled for any reason.
   • To remove the event:
     i. Click the link in the email
     ii. Select the Yes option
     iii. Click the Submit button