**Steps for adding an event to the Master Calendar**

* Got to the Calendar link <http://www.clarkson.edu/calendar>
* Note there is no need to “login”
* Click on “+add event” and fill in the appropriate information

Post Date-The date in which the event will appear on the calendar. Do not change this date. It is NOT the date of your event

Event URL-If your event has a separate webpage with additional details you would add it here. It can be left blank

Event Description-Details of the event

Event Contact-Self explanatory

Event Group Priority-We have 5 available Calendars (Admissions, Alumni, Athletics, Capitol Region Campus, Potsdam). You can choose 1 calendar or multiple ones.

Event Type-not needed

Building-Self explanatory

Event Date- List the Actual date of event. If you want the event to show up on multiple days on the calendar select recurrence.

Event Time-Self explanatory

Event Image-You can add an image that will show up when someone clicks on your event from the Calendar.

\*If you are hosting an all campus event and you would like it to scroll at the top of the Calendar, it would need to be featured. To Feature an event, send an email as well as the details and an image to [mbennett@clarkson.edu](mailto:mbennett@clarkson.edu). Without an image, an event cannot be featured.

Save/View Event- You can preview here.

Finished-There is an approval process that takes less than 48 hours. Once the event is approved, it will show up on the Calendar of Events.