

SUBMITTING EVENTS TO THE UNIVERSITY OF UTAH ONLINE CALENDAR

The University of Utah's online Calendar of Events (www.events.utah.edu) allows campus entities to submit their events directly to a calendar that is the central resource for information about all types of events taking place on campus.

Submission Instructions

To submit your events or exhibits to the online calendar:

- Go to <http://www.events.utah.edu/> (or you can link to it from the U's homepage) and click on "Submit an Event" on the gray bar across the top of the page.
- You will then be taken to a secure page where you enter your uNID and password (the same ID and password used to access Kronos or the campus information system). If you have PeopleSoft roles please contact the Campus Help Desk (581-4000) to set up an additional password to use for submitting events.
- After uNID authentication the submission page will come on the screen to be filled out. Fields with an asterisk next to them are required fields and must be filled in; other fields can be filled in if they apply. (Detailed explanations of the fields and specific instructions for filling them in can be found online at <http://www.events.utah.edu/instructions.html>.) Avoid the use of all caps.
- Make sure you have correctly identified the event as either a University Event or a Department Only event. If you select the "University Event" button the event will show up on the University's main calendar as well as your departmental calendar. If you select the "Department Only" button your event will not be listed on the main calendar, only on your departmental calendar.
- If you have a small graphic image you would like attached to the event or exhibit, please e-mail the file to calendar@utah.edu and state the event or exhibit with the corresponding date(s) it should be attached to. Submitting a square graphic is necessary to avoid having it stretched or squished to fit into the available space (90 pixels x 90 pixels and 120 pixels x 120 pixels). Graphics must be at least 72 dpi and preferably either in jpg or gif format. Also, no copyrighted images may be submitted unless you have authorized permission to use the image. Graphics that do not meet these requirements will not be used.
- When you have finished filling in the form click on the "Submit Event" button at the bottom of the form.
- The form will be sent to the calendar administrator who will approve the event or exhibit and post it to the calendar (usually within 1-3 business days). When it is approved, the submitter will receive an automated e-mail confirmation message.

Submission Policies

Submission Policies can be found online at <http://www.events.utah.edu/policies.html>.

If you have comments, problems or questions that aren't addressed here, or if you want to learn more about setting up a remote administrator for your calendar(s), please e-mail the calendar administrator at calendar@utah.edu.

Thanks!

Lisa Westlind
University of Utah Marketing & Communications
Online Calendar Administrator
801-581-5819
calendar@utah.edu