User guide: How to Submit an Event for the ENVS Events Calendar

Members of the Environmental Studies department and greater CU Boulder community may add university-sponsored events to departments events calendar. To submit an event, visit the University's events calendar homepage and select, **Submit an Event**. (Note: Every event submission is reviewed for approval by the departments calendar administrators.

1. Log In

You must login to submit an event or make any changes to an event you have already submitted.

Click the "Login" link at the top of the events calendar homepage. Use your CU Identikey username and password to sign in.

If this is your first time signing into the university calendar, you will be prompted for your name and CU email in order to create a new profile.

2. Submit an Event:

Schedule:
Start Date: (required)

Location:

Event Place: Start typing your event location and the calendar will offer suggestions in the area below the field. You can either select an option from the list of suggestions or type in your own text if the event place is not already stored in the system. If you type in your own event place, fields for a physical Address and detailed Directions will appear. When an event place is selected, a physical address will usually fill in automatically. When the event is viewed, a Google map will be

Tips

Proofread Your Work

Once you've published your event, check it online to make sure all is well. Here are things to check for:

Make sure you've included a contact person (name, phone, email) so people have someone to contact if they have questions or need an accommodation to attend.
Check to make sure apostrophes and other punctuation marks are displaying correctly.
Check the spelling
Is the map pointing to the right place?
If you've included links, make sure they're working
Are there extra spaces between paragraphs? Take them out.

Interested in learning more, or just need help? Vist the Events Calendar Support page.