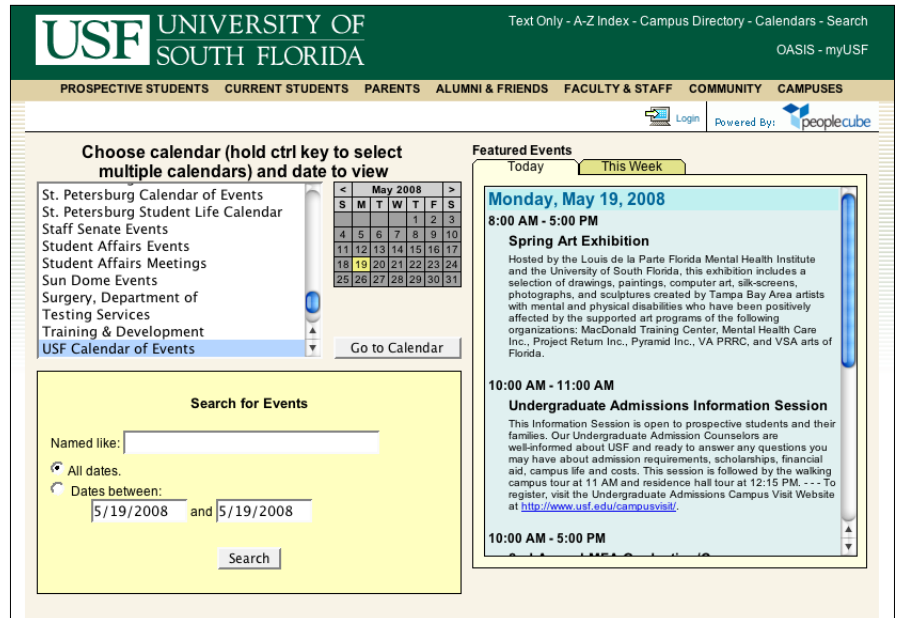


Adding Events to the USF Calendar of Events

The USF Calendar of Events is maintained by University Communications & Marketing. University Communications & Marketing welcomes all calendar owners and those without calendar access to submit their events to this calendar. Please note that the USF Calendar of Events will include only those events that are open to the entire university community, including but not limited to athletic tournaments, guest lectures, and other major events that are open to the general public. Below you will find instructions for submitting events.



If you own a calendar:

1. Visit <http://calendars.usf.edu/>
2. Select your calendar then click Go to Calendar.
3. Click Login then enter username and password.
4. Click **ADD EVENT**
5. Fill out all of the information requested.
6. On Calendars Add To highlight USF Calendar of Events (Note: All calendars have submit access to the USF Calendar of Events.)
7. Click Add at the bottom of the form.
8. The request will be forwarded to our office for review and approval. You will receive a confirmation e-mail approving or rejecting the event on the USF Calendar of Events.

If you don't own a calendar:

1. Visit www.usf.edu
2. Click Calendars on the top right.
3. Click on the dropdown list of available calendars and select USF Calendar of Events. Click Go to Calendar.
4. Click **SUBMIT EVENT**
5. Fill out all of the information requested. (Note: a valid e-mail address is required.)
6. Click Add to submit the event.
7. The request will be forwarded to our office for review and approval. You will receive a confirmation e-mail approving or rejecting the event.

If you have questions about adding calendar items, please contact University Relations at ucm@usf.edu.

Those wishing to have their own calendar should email their request to the university webmaster at webmaster@admin.usf.edu.