Contents

Overview

The master calendar provides a mechanism to submit events for review and approval by moderators in the Marketing and Communications department.

Accessing the Event Submission Portal

1. Open the master calendar website at https://calendar.mtmary.edu.

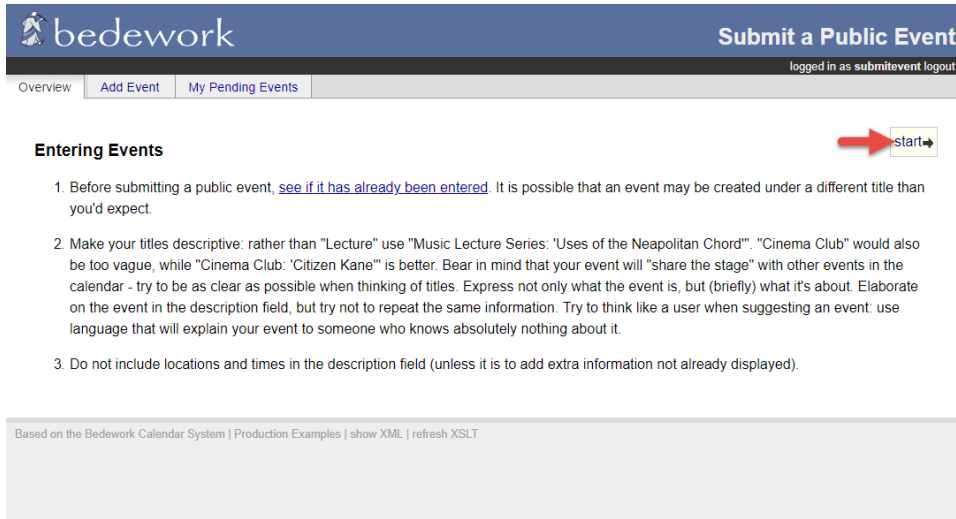2. Click on the **Submit an Event** link in the left navigation.
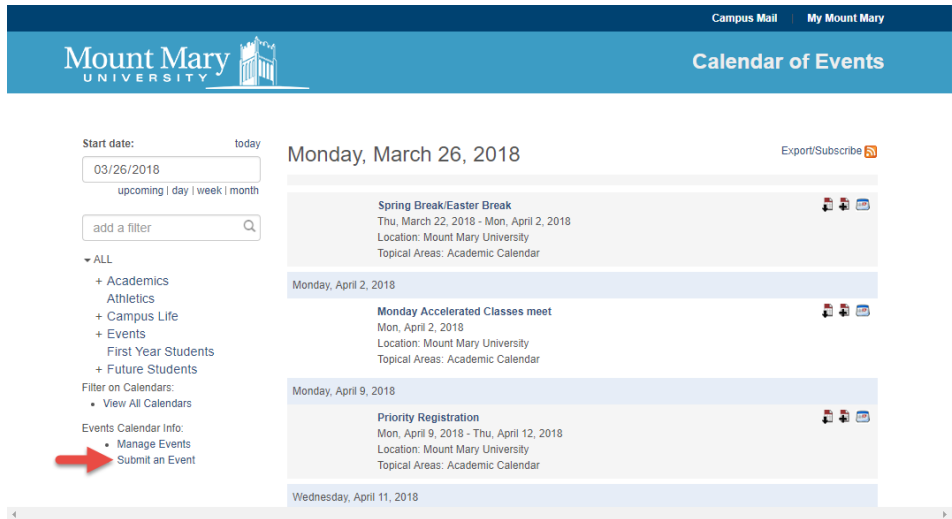
3. Enter the username *submitevent* in the **Username** field (1), and the password *mountmaryevents* in the **Password** field (2). Then press the **login** button (3).

Submitting a New Event

1. Click the **start ➜** button at the top-right of the page.

2. Enter the title of the event in the **Title** field (1). Enter the start date and time in the **Start** fields (2), and the end date and time, or duration, in the **End** fields (3). Enter a mandatory description of the event in the **Description** field (4). Other information can be optionally provided for the event. Then click **next ➜** at the bottom of the form (5).
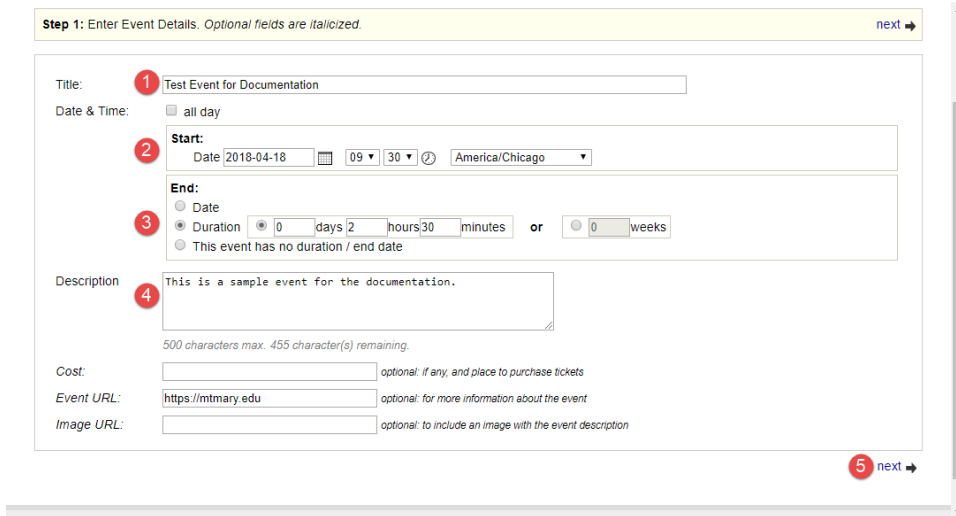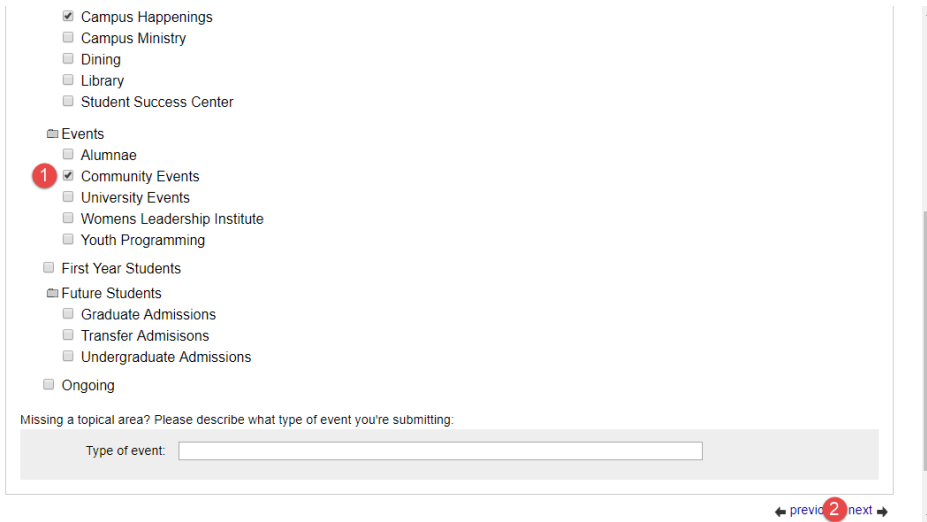
3. Select the location of the event from the dropdown (1). If the location needed is not in the list, you can instead suggest that the approver add a new location by entering the details in the fields below (2). Then click **next** ➜ at the bottom of the form (3).

4. Select the contact for the event from the dropdown (1). If the contact needed is not in the list, you can instead suggest that the approver add a new contact by entering the details in the fields below (2). Then click **next** ➜ at the bottom of the form (3).

5. Check the box for the suggested category or categories that the event should be tagged with (1). Then click **next** ➔ at the bottom of the form (2).

6. Enter your Mount Mary University email address in the **Enter your email address** field (1). Enter any (optional) notes or instructions regarding the event (for the Marketing and Communications department) in the notes field (2). Then press the **submit for approval** button (3).

7. Your event will be reviewed by the Marketing and Communications department for inclusion on the master calendar.

Deleting a Submitted Event (Not Yet Approved)

1. Click on the **My Pending Events** tab (1). The click on the title of the event you wish to delete (2).

2. Click the **delete** link at the top of the page. **Warning: There is no confirmation prompt when deleting events!**

Note: Please be sure not to delete submissions from other users.

Editing a Submitted Event (Not Yet Approved)

1. Click on the **My Pending Events** tab (1). The click on the title of the event you wish to delete (2).

2. Follow the steps for submitting a new event, updating the existing data as needed.

If you have any questions or experience any issues, please contact the Marketing and Communications department at mmu-marketing@mtmary.edu.