

User Guide & Best Practices

Submitting a DEI (Diversity, Equity & Inclusion) event for the ICC calendar via Campus Calendar

Who can submit?

All events listed on the University of Colorado Boulder Events Calendar must be associated with the university. Examples include programs hosted by schools or colleges, events associated with recognized student groups, or large public events at university venues. Events are reviewed, edited and added to the calendar at the discretion of the calendar editor and administrators.

If you represent an academic department, organization, or student group that does not have a calendar administrator, you may submit your event through our online event submission form.

When to submit?

A two-week minimum lead time is recommended for submissions, when possible, to make sure the editor has time to review your request with ample time for your event to be promoted on the calendar and relevant feeds. If an event does not appear to meet the requirements, it will be deleted from the calendar submission queue. Publication of events is at the discretion of the calendar editor.

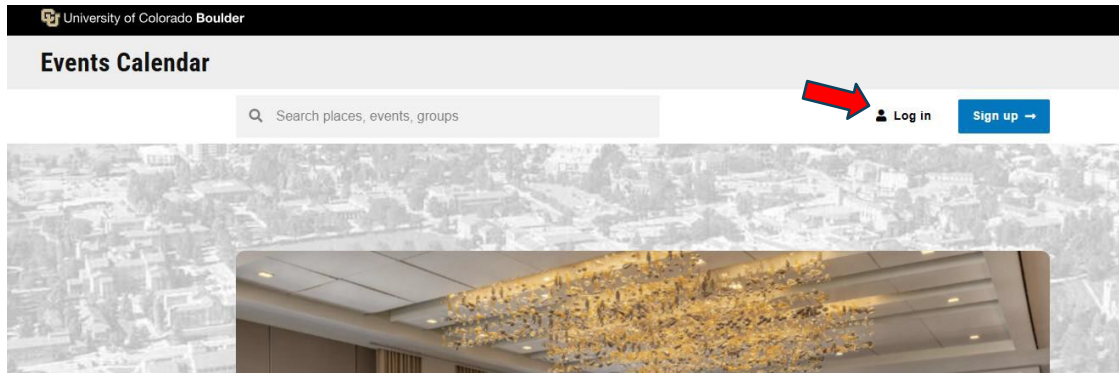
How do I change my event?

If you need to change information associated with a submitted event (updates, cancellations, sell- outs) please email events@colorado.edu with your requested updates or work with your program's calendar administrator.

Submission Steps

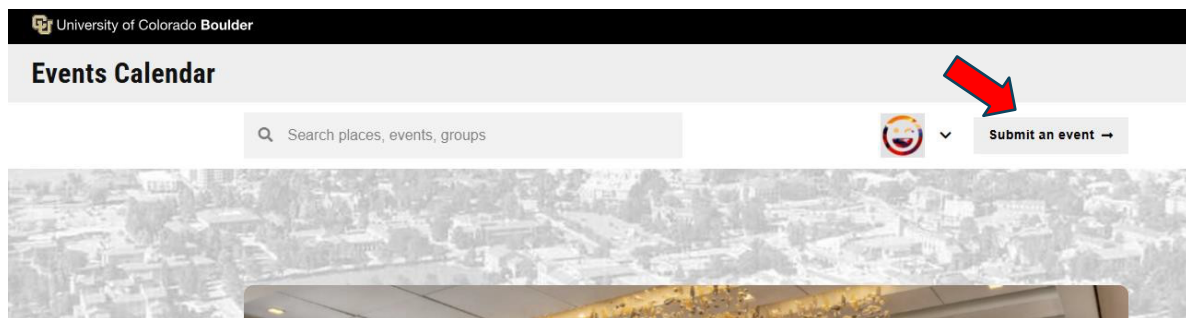
To ensure correct submission, follow **all** steps below.

1. Go to the [CU Campus calendar homepage](#) and use the “Log In” button at the top. Log in with your campus identikey.



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. On the calendar homepage, click [Submit an Event](#) to open a form where you will input your event's details.



3. Fill in the following details on the form ([also linked here](#)).
For more information, see **Submission Best Practices** at the end of this document.
 - a. **Name:** Event name is required.
 - b. **Description:** Important information about your event. No need to be too long or detailed.
 - c. **Status:** Leave as “live” unless your event is sold-out, cancelled, etc.
 - d. **Start Date** (required)
 - e. **Start Time & End Time:** Optional, but if you have a start time you should have an end time.

- f. **Repeat:** You can pick from several repeating options. If you make your event repeating, you will have to give an end condition.
- g. **Location:** This section has options for in-person vs. remote, place & room information, and an address
- h. **Additional Details:** You can add a link to your event or department website here.
- i. **Photos:** Event photos. See more details below in Submission Best Practices
- j. **Filters:** See below section for information filling this section out. For now, leave it blank.
- k. **Ticketing:** If you are selling tickets to your event, you can add cost and a purchasing link here

Adding an event

Enter as much information as possible and select **Submit Event**.
Your event will remain pending until an Administrator has approved your submission.

Main Info

Event Name REQUIRED

DESCRIPTION REQUIRED

B I U | : = |

Status
Live

Schedule

Start Date REQUIRED
tomorrow
Sat, Dec 07, 2024

Start Time

End Time

Repeating
Never

Summary
Sat, Dec 7, 2024, all day

Add Above to Schedule

Location

Experience
In-Person

4. **Tag your event appropriately!** This is what allows it to be filtered onto the ICC calendar and more easily found on the busy campus calendar. Use the Filters > Interests > Diversity and Inclusion tag **and the** Filters > College, School and Unit > Engineering & Applied Science.

See photos on the next page.

Filters

Event Type ▼

Interest ▼

Development & Training

Diversity & Inclusion

Education

Academic Calendar ▼

Filter 1: Interest > Diversity and Inclusion

Interest ▼

Diversity & Inclusion ✕

Audience ▼

College, School & Unit ▼

Education

Engineering & Applied Science

Enrollment & Financial Services

Group ▼

Filter 2: College, School & Unit > Engineering & Applied Science

5. Submit your event using the “Submit Pending Event” button. It will be reviewed and, if approved, added to the campus calendar. Once on that calendar, it will also appear on [the ICC calendar here](#).

Learn more about [event submission guidelines](#).