

How to Add Your Event to the University/School Calendar

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- Click <http://calendar.duke.edu> or paste this URL into your web browser
 - In the right menu bar, click "Submit A Public Event"
 - Sign in with your Duke Net ID and password
 - Go to the second bullet, click "submit your event here."
 - Read the "Before You Start" bullets, then click "start"
 - Follow the steps to add an event

- **Enter Event Information**
 - Enter event title
 - Enter event date and time
 - Enter group: School of Nursing (SON)
 - Enter in the Description block:
 - who can attend the event
 - what will happen during the event
 - Enter Cost, if applicable
 - Event URL: this is where you would enter the registration link or webcast link, if applicable.
 - "Click Next"
 - Enter Location:
 - Type "P" for a list of rooms in the Christine Siegler Pearson building
 - Or key in the location
 - "Click Next"
 - Enter Contact:
 - Select the contact name from the drop-down box
 - Or type the person's name and contact information
 - "Click Next"
 - Topical Area: *(Note: Categories provide additional information, such as type of event or event theme; help people find events that are of particular interest to them; and also help determine where the event will show up online.):*
 - The most important category is "**Utilities**"
 - If your event is open or public and you want it listed on the Duke Events Calendar in addition to the School's Calendar, leave the "local" box unchecked.
 - If it is not open or not public, check the "local" box so that it won't appear on the Duke Events Calendar. Instead, it will only appear on the School's Calendar.

- Contact - Enter your contact information and any final notes or instructions.

- Click "Submit for Approval"
 - Your event is placed in a queue that is reviewed throughout the week.
 - Please allow at least one business day for your event to appear online.

QUESTIONS: Contact LaWanda McCreary lawanda.mccreary@duke.edu or 919-684-1624.