How to Add Your Event to the University/School Calendar
Updated December 28, 2023

- 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 the Marketing & Communications Teams: dusonweb@dm.duke.edu