

How to Add Your Event to the School's Master Calendar

- Click <http://calendar.duke.edu> or paste this URL into your web browser
 - Scroll to the footer at the bottom of the page
 - Click "Login to manage account"
 - Sign in with your Duke Net ID and password
 - If you receive a message that you do not have access, email LaWanda McCreary at lawanda.mccreary@duke.edu to request access.
- Click "Add Event"
- **Enter Event Information**
 - Enter event title, presenter/speaker, co-sponsor (if applicable), start and end date and time (you cannot choose all day since we do not host 24-hour events)
 - 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.
 - Enter Location:
 - Type "C" for a list of rooms in the Christine Siegler Pearson building
 - Or key in the location
 - Enter Contact:
 - Select the contact name from the drop-down box
 - Or type the person's name and contact information
 - 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 Master 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 Master Calendar.
- Click "Add Event"
 - Your event is placed in a queue that is reviewed on a daily basis.
 - 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.