



## Submitting an Event

To have an event appear in the university, department or *A&S Events* calendar, you will need to complete the calendar's online submission form, <https://events.vanderbilt.edu/index.php?com=submit>.

You can type or copy/paste text from an email, document, website, etc. into the online form. In addition, you can upload a photo image using the **Optional Feature Image**/or **Include Your Own Photo** option (located directly under the **Description** field box).

1. Go to the calendar's website, <https://events.vanderbilt.edu/>. Locate and click the **Add an Event** button. Note: software performs best with Google Chrome.
2. Select **University Calendar** from the **Choose Your Calendar** options. That option offers a drop-down arrow menu. Since most events that your school, department, etc. will host are lectures, talks, etc., you would select **Colloquiums/Lectures/Meetings/Symposiums** from the **ACADEMICS** section. Click on the item to select. You can only select one calendar from this option.

**events@vanderbilt**

**Submit Your Event to the Calendar**  
To submit an event to our calendar please complete the following form.

(\*) = Required for Driving Directions Link  
(\*) = Required for RSVP Registration

**Choose Your Calendar \***

University Calendar: Choose a Calendar

Arts & Sciences: Choose a Calendar

VUMC Calendar: Choose a Calendar

Health and Wellness: Choose a Calendar

Other Tags: Enter Tags

**Website Contact Information (Displayed on Calendar)**

Name: Enter your name.

Email: Enter your email address.

Phone: Enter your phone number.

Website: Enter your website.

**Event Details**

Title: Enter the title of your event.

Description: Enter your description.

**Featured Events**

**Monday, January 25, 2016**

12:00 AM - Last day to add a class

12:00 AM - Last day to drop a class with no entry on the record

12:00 AM - Last day to register for pass/fail status

3:10 PM - David Wasserstein Talk: Is the Islamic State an Islamic state?

4:10 PM - Hall Lecture: Global health care inequities need engineering ingenuity

6:00 PM - Women's Basketball Jam the Gym

7:30 PM - Illens Film: Pandora's Promise

**Tuesday, January 26, 2016**

5:30 PM - 'ALIEN: The Musical' featured at Vanderbilt Chancellor's Lecture

7:15 PM - C. Riley Shorton Talk: 'Jorgensen's Shadows'

8:00 PM - The State of the VUnion: A Consideration of the Report of the Social Life Task Force

3. Next, under the name Arts & Science, select **Choose a Calendar**. From the dropdown list, select your department or center. You can only select one department here so if there are other departments involved, please add their names in the **Other Tags** field. If you don't see your department or center's name/abbreviation in the dropdown, [university-calendar@vanderbilt.edu](mailto:university-calendar@vanderbilt.edu).

events@vanderbilt

Search Events by Keyword

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Choose Your Calendar \*

University Calendar: Choose a Calendar

Arts & Sciences:

- Classical Studies
- Choose a Calendar
- African American and Diaspora Studies
- American Southern Studies Program
- American Studies
- Arts & Sciences
- Art
- Art & Art History
- Asian Studies
- Biological Sciences
- Biology
- Chemistry
- Classical Studies
- Communication & Theatre
- Communication of Science and Technology
- Communication Studies
- Communications
- Comparative Literature
- Creative Writing
- Earth & Environmental Sciences
- East Asian Studies

Description:

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4. Continue to complete the form. Select an audience (**Free and Open to the Public, Open to the Public, Ticketed Event**, etc.). Add an image or select from campus images by using the **Optional Feature Image**. Use the **Or Include Your** option to upload. JPEG or GIF files work best when adding an image.

Important: The calendar office can edit and upload image files for you once your submission has been released/published. Just sent an email with your edits and attached files to [university-calendar@vanderbilt.edu](mailto:university-calendar@vanderbilt.edu).

5. If you have specific instructions for the calendar staff, click the **Send Message** check box under the **Message to the Administrator** section at the bottom of the submission form. The message field might include a request for the event to be considered for the university's MyVU featured event section or a future *Preview* e-newsletter's Event Section.

The screenshot shows the 'events@vanderbilt' submission form. On the left is a calendar for January 2016 with the 18th highlighted. Below the calendar are links: 'About the Calendar', 'Contact the Calendar office', 'Calendar Tools', 'Key Dates', 'Key Locations Map', and 'Summer Programs'. A black 'Add An Event' button is also present. The main form area has a 'Recurrence' section with a 'Create Recurring Event' checkbox. Below this is the 'Location Information' section, which includes a 'Name Search' field with a 'Clear Search' link, a note to 'Please search for your location before submitting a new one.', and input fields for Name, Address, City, State (set to Tennessee), Zip Code, and Country. The 'Room' field is also present. The 'Event Contact Information' section, which is circled in red, contains input fields for Name and Email. Below this is the 'Message for Administrator (Not Displayed on Calendar)' section, which includes a 'Send Message' checkbox and a large text area for the 'Message Text'. A 'Submit Event' button is at the bottom right.

6. Review your information. When you are ready to complete the submission, press the **Submit Event** button. If an error message appears, it is likely that information is missing from a required field. Complete field and press Submit again