

# A&S Events

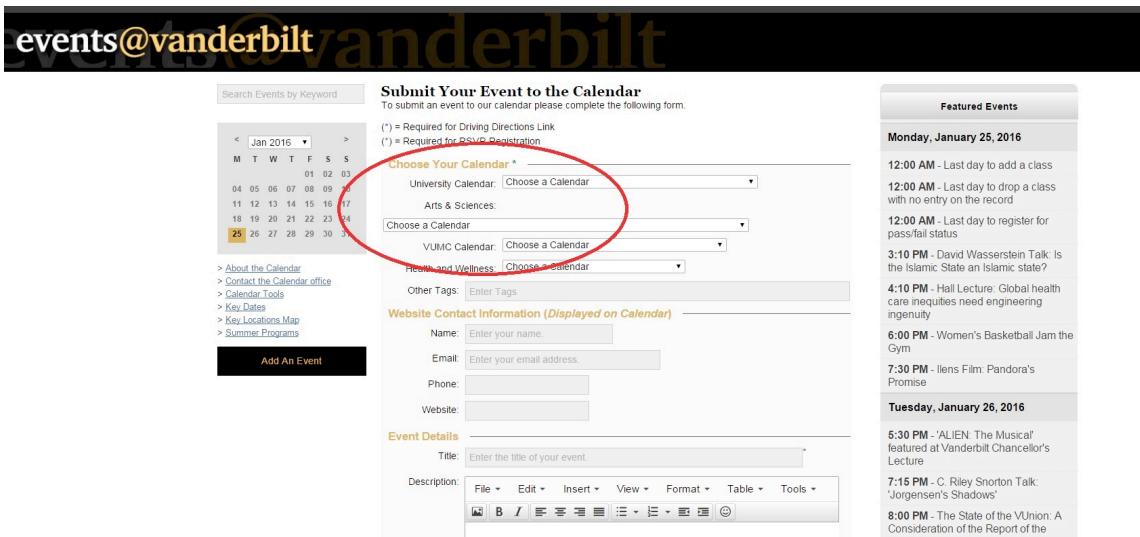
NEXT MONTH IN  
THE COLLEGE OF  
ARTS AND SCIENCE

## 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.



The screenshot shows the 'Submit Your Event to the Calendar' page. At the top, there's a search bar for 'events@vanderbilt'. Below it is a date picker showing 'Jan 2016' with a calendar grid. To the right is a large form area with several sections:

- Choose Your Calendar \***: A dropdown menu where 'University Calendar' is selected. This field is circled in red.
- Arts & Sciences:** Another dropdown menu with 'Choose a Calendar' selected.
- Other Tags:** An input field containing 'Enter Tags'.
- Website Contact Information (Displayed on Calendar)**: Fields for Name, Email, Phone, and Website.
- Event Details**: Fields for Title (containing 'Enter the title of your event.') and Description (with a rich text editor toolbar).

On the right side, there's a 'Featured Events' sidebar listing events for Monday, January 25, 2016, and Tuesday, January 26, 2016.

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).

Search Events by Keyword

**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:

- Classical Studies
- Choose a Calendar
- African American and Diaspora Studies
- American Southern Studies Program
- American Studies
- Anthropology
- 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:

Add An Event

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 - Iiens 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 Snorten Talk: 'Jorgensen's Shadows'
- 8:00 PM - The State of the UVIUN: A Consideration of the Report of the Greek Life Task Force

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. At the top, there is a navigation bar with links like 'About the Calendar', 'Contact the Calendar office', 'Calendar Tools', 'Key Dates', 'Key Locations Map', and 'Summer Programs'. Below the navigation is a date picker showing January 2016. To the right of the date picker is a search bar labeled 'Search Events by Keyword' and a checkbox for 'Create Recurring Event'. The main form area starts with 'Location Information' which includes fields for Name, Address, City, State (set to Tennessee), Zip Code, and Country. Below this is a 'Room' field. The next section, 'Event Contact Information', contains fields for Name and Email. The final section, 'Message for Administrator (Not Displayed on Calendar)', contains a 'Send Message' checkbox and a large text area for 'Message Text'. A 'Submit Event' button is located at the bottom right. A red oval highlights the 'Event Contact Information' and 'Message for Administrator' sections.

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