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.
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).

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 send 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.

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.