Submit Events For Community Calendar

Reservation Requests submitted through Master Calendar are NOT automatically reserved! All requests must be approved before displaying on Campus calendars.

**APPROVERS NOTE:** If you have an Approver role please make sure you are not logged into Master Calendar if trying to request an event. The form will not function properly.

**Start Your Request**

- Go to [https://events.ship.edu/MasterCalendar/AddEvent.aspx](https://events.ship.edu/MasterCalendar/AddEvent.aspx)
- You will see a log in block on top right. Do not log in. The displayed role “guest” is correct for this process

- Fields with ![an arrow](arrow.png) are required fields. Others are optional
- Postdate is the earliest date you want you event to display. Leave the date as is or use the calendar in the button to select the earliest future date you want the event to display

**Adding Event Information**

- **Enter the Title for your event**

  ![Event Title](event_title.png)

  - Be specific, this title will show up on the calendar. Appropriate Examples:
    - STCC Blood Drive
    - Shippensburg Earth Day Festival
  - Inappropriate Examples
    - yardsale
    - Meeting
• Event URL

  Event URL

  o This field is to be used for directing viewers to where your event can be accessed
  o Note: use full URL - https://www........

• Event Description

  Event Description

  o You should provide a detailed description for your event. The purpose of the event should be clear to anyone on/off campus that would review this information. Date, time and group don’t need to be added to description as they are in other visible fields

• Event Contact

  Contact Name
  Contact Email
  Contact Phone

  o Your name and Email are required, but selecting Hide will prevent it from displaying on the public calendar. Adding phone information will make it easier for an Approver to contact you if needed

• Event Group – Priority

  Calendar
  Event Type
  Department

  o You should select Community Calendar from the calendar selection for your events
  o Although not required, Event type provides additional information for those interested in your event
• Location

<table>
<thead>
<tr>
<th>Location</th>
<th>Location URL</th>
</tr>
</thead>
</table>

- The Location default is Virtual. Please add a location if not virtual.

• Event Date(s)

<table>
<thead>
<tr>
<th>Single Day</th>
<th>Recurrence</th>
</tr>
</thead>
</table>

| Event Start Date | 3/26/2020 |

- Events can be Single Day or Recurring. Selecting Recurrence allows you to add this event to multiple days.

**Recurrence Pattern**

<table>
<thead>
<tr>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Random</th>
</tr>
</thead>
</table>

- Recur every 1 week(s) on:
  - Weekends
  - Sunday
  - Saturday
  - Weekdays
  - Monday
  - Tuesday
  - Wednesday
  - Thursday
  - Friday

**Range of Recurrence**

- End after: 1 occurrence(s)
- End by: 3/26/2020
• Event Times

- Timed event
- All day event

(If timed event is selected then a start and end time must be entered).

- Start Time 9:00 AM
- End Time 5:00 PM

- No end time
- End time goes into the next day

- If selecting a timed event, click on the clock at right of time to change times

• Event Image

- Image is optional. If you wish to add an image to your event, click on add image. This will allow you to select an image from your computer files. Suggested image type and size:
  - images can be jpg or png
  - 72dpi
  - 325px × 192px

• Additional Event Info

- These additional fields are optional

Submit Your Request

- Save/View will allow you to review your request details and will highlight any unfilled required fields
- Finished will process your request and add it to the Approvers’ queue