Submitting an Event to the WCC Website Calendar

Before you begin...

- Have your event information ready, including: event name, location, start date/time, end date/time, and event details.
- Understand that you will have to create a website account to complete this process. This is an account separate from any other account affiliated with the college. Instructions for creating a website account are included in the instructions below.

Instructions

- 1. Navigate to the WCC calendar, located at whatcom.edu/campus-life/campus-events
- 2. Click "Submit Your Event Online" located at the top left of the calendar, as shown below:

| View a list version of the <u>R</u> the categories below. | egistration Calendar here or | select Academic & Regist | ration Deadlines or the desir | ed quarter (Fall Re |
|--|--------------------------------------|--------------------------|---|---|
| Download a printable 2017 | -18 academic calendar with | holidays here. | | |
| View hours for the WCC bo | okstore or library. | | | |
| Have an Event? Submit Yo | ur Event Online | | | |
| Have an Event? <u>Submit Yo</u> (All Categories) | ur Event Online | | | |
| Have an Event? <u>Submit Yor</u> (All Categories) < Previous Mont | ur Event Online | ۱ | lovember 20 | 17 |
| Have an Event? <u>Submit Yor</u> (All Categories) < Previous Mont SUNDAY | ur Event Online | TUESDAY | lovember 20 wednesday |)17 Thursda |
| Have an Event? <u>Submit Yor</u> (All Categories) < Previous Mont <u>SUNDAY</u> 29 | tr Event Online | TUESDAY 31 | lovember 20 wednesday 1 | 117 THURSDA 2 |
| Have an Event? <u>Submit Yo</u> (All Categories) < Previous Mont <u>SUNDAY</u> 2.9 | ur Event Online T th MONDAY | TUESDAY 31 | lovember 20 webnesday 1 1100 a.m. Feed Tudy commun. JTs | 1170 THURSDA 2 11:00 a.m. <u>Food Turk on Camp</u> |

- 3. You will now be prompted to login to a website account or to create a new one.
 - To create a new account, click "register now" above the login box. Fill in your information and follow the on-screen prompts until you have completed your account.
 - Remember your login so you do not have to create a new account each time you would like to submit an event.
- **4.** You will now see the "Add Event Submission" form. Input your event information here. Include a short description of the event in the "Event Details" box.
 - Attachments: You may attach a document, such as a flier or agenda, to the event by clicking the burgundy "Attach Document" button near the bottom of the form. PDF is the preferred format for attachments.
 - **Reoccurring Events**: To make your event reoccurring, please list the dates your event will reoccur in the "Comments" box near the bottom of the form. A website administrator will make your event reoccurring when the event submission is approved.
- **5.** Once you have completed the form, click "Submit." A website administrator will approve your event shortly, and it will appear on the WCC website campus events calendar.

If you have any questions or issues, please contact studentlife@whatcom.edu