# 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:
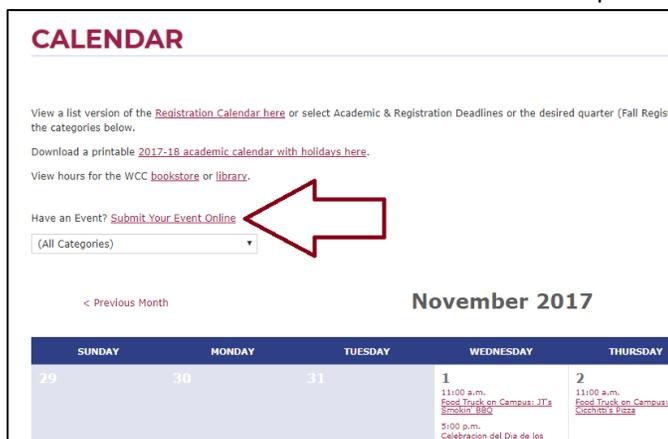
3. You will now be prompted to login to a website account or to create a new one.
   - To create a new account, click "register now" above the login box. Fill in your information and follow the on-screen prompts until you have completed your account.
   - Remember your login so you do not have to create 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