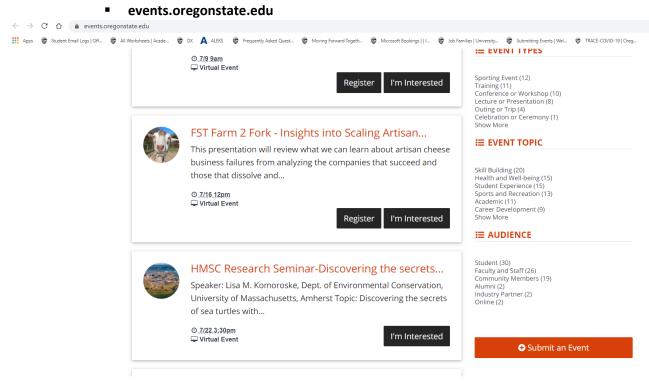
## Adding your activity to the OSU Events Calendar

You are responsible for submitting your activity to the <u>OSU Events Calendar</u>. Click on the "+ submit your event" in the bottom right-hand corner of the website and log in using your ONID information. Complete the prompts, including Event Name, Date and Time, a short Description, and including an image that represents your event. If relevant, please include in the description who the intended audience is for all students, Fall 2021 first year students, or transfer students. To tag your event, please use "OSUWelcome". For additional questions, please refer to the <u>OSU Events Calendar FAQ</u>.

1. Submit and event:



events.oregonstate.edu/event/create

$\leftarrow \ \rightarrow$	C 🏠 🔒 events.	pregonstate.edu/event/create	
Apps	🐨 Student Email Logs   Off	🔯 All Worksheets   Acade 😨 DX 🛕 ALEKS	🏶 Frequently Asked Quest 🐨 Moving Forward Togeth 🐨 Microsoft Bookings    I 🔯 Job Families   University 👸 Sul
		РНОТО	
		Event Photo	
			Drop Drop here or Upload Choose from Photo Library
		FILTERS	
		Event Type	~
		Event Topic	~
		Audience	~
		County	~
		Organization	~
		Tags 💿	Separate by comma
		TICKETING	
		Ticket Cost 👔	\$40 advance, \$50 door
		Ticket Link	http://ticketmaster.com/openhouse

• Adding events to website (welcome.oregonstate.edu and otherwise): using widget builder

😵 Student Email Logs   Off 😵 All Worksheets   Acade 🏶 DX 🗛 ALEKS 😵 Frequently Asked Quest 🏶 Moving Forward Togeth 🏶 Microsoft Bookings     🕸 Job Families   University 🥞	9 Submit		
Instances Content Must Match At least one place, group, keyword or tag, and one filter item			
EXCLUDED CONTENT			
Event Type 🗸			
Event Topic v			
Audience 🗸			
County			
Hide Past Events			
DISPLAY OPTIONS	DISPLAY OPTIONS		
Widget Type List 🗸			
Style Modern 🗸			
Hide Descriptions			
Truncate Descriptions			
Render HTML in Descriptions			
Hide Event Images			
Hide Event Times			
Open Links in New Window			
Preview Widget Generate Embed Code Generate RSS			