## Adding Events to The Events Calendar

- 1. Log into your **MyUSF** portal account
- 2. On the left-hand menu, select My Groups



3. Select your Group, the group you are posting the event for



- 4. Click the Add New drop-down menu
- 5. Select Calendar Event

Call Center				
MyUSF				
		Edit Group Information	Members	Add New 👻
SF	<ul> <li>Contact Person: Regina Stevens</li> <li>Email: rstevens@stfrancis.edu</li> <li>Phone: 815-740-3400</li> <li>Address: 500 Wilcox Street</li> <li>Website: https://www.stfrancis.edu/</li> <li>The USF Call Center is the call center for the University of St. Francis. The C services for the entire university.</li> </ul>	all Center provides both inb	Calenda Web Pag Photo A	r Event ge Jbum tbound phone

6. Complete the form fields, select the **Type of Event**, and enter an **Event Description** 

Create a new event	
Event Editor	
Title	
Type of Event*     Choose an Event Type	
All Day Event 🗌 All Day	
Date*	
Time* until	
Happens just once V	
Event Description	
When describing your event, please be as thorough as possible. Remember to explain Who, What, When, Where, Why, and How, including who to contact with quest	ions.
P	POWERED BY TINY 🖌
Restrict viewing (You may optionally restrict this content to any of the people or groups below)	Add a restriction 👻
Save	

- 7. Select any viewing restrictions by selecting the **Add a restriction** drop-down menu
- 8. Click Save

If you do not have access to the Group you would like to add an event for, contact the head of the Department, Committee, or Group and request access.

You may also submit a request through the Technology Support Center at <u>https://techsupport.stfrancis.edu/help/</u>