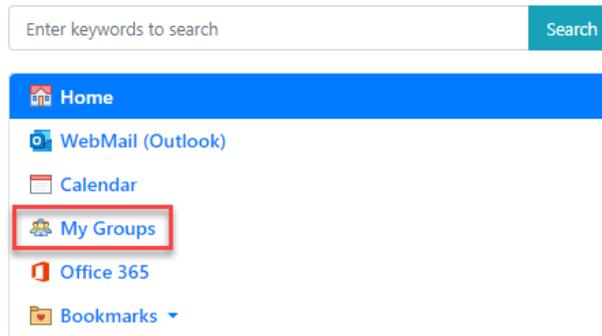
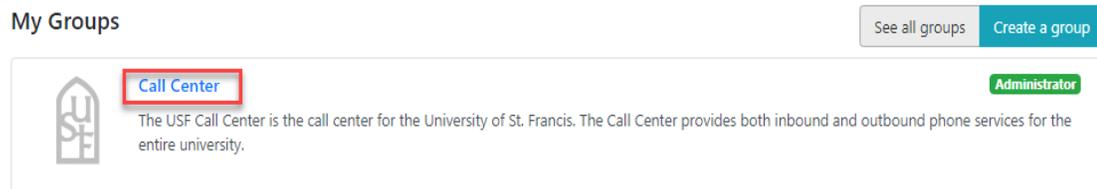


Adding Events to The Events Calendar

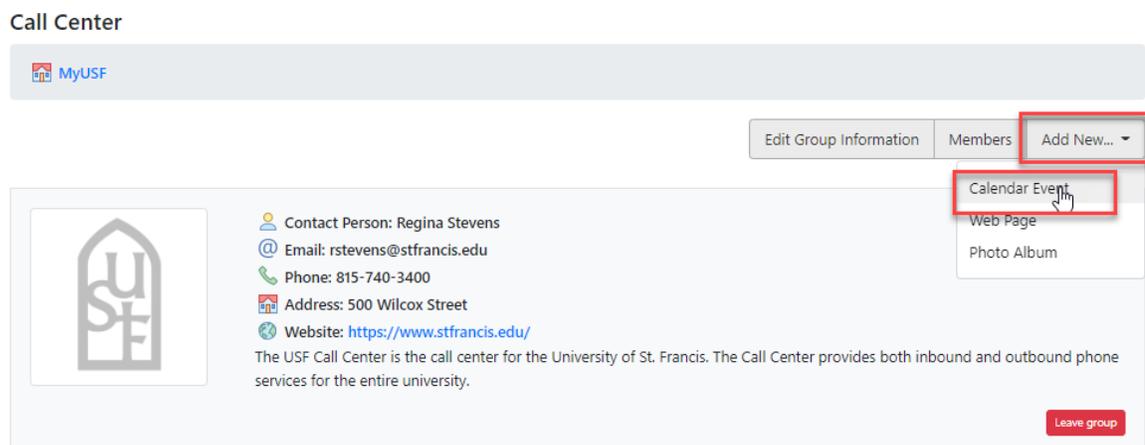
1. Log into your **MyUSF** portal account
2. On the left-hand menu, select **My Groups**



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



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



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*

All Day Event All Day

Date*

Time* until

Happens

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 questions.



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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 <https://techsupport.stfrancis.edu/help/>