

Creating an Event on the WLL Calendar

1. Log In Using your MyId



West Virginia University
CALENDAR

Sign In Print

WORLD LANGUAGES

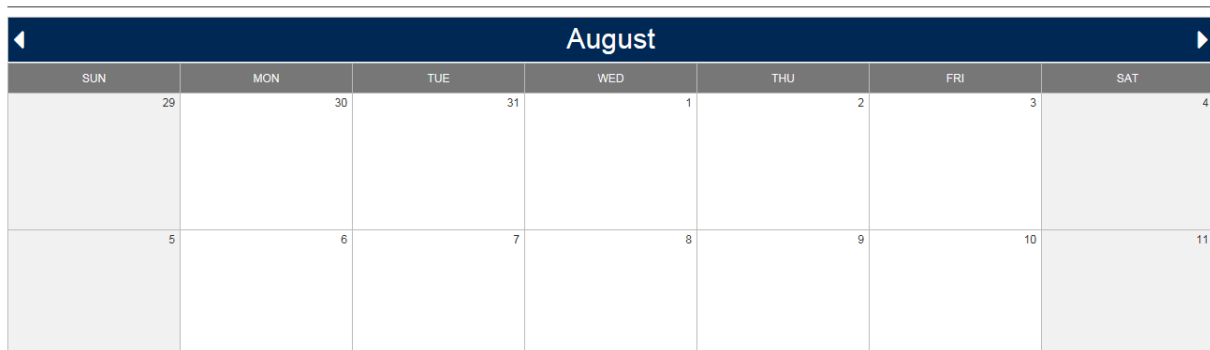
VIEW TYPE:

- Summary View
- Grid View
- List View

< VIEW BY: Month >

Q Search

Wednesday, August 1, 2018 - Friday, August 31, 2018



August						
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11

2. Select Manage



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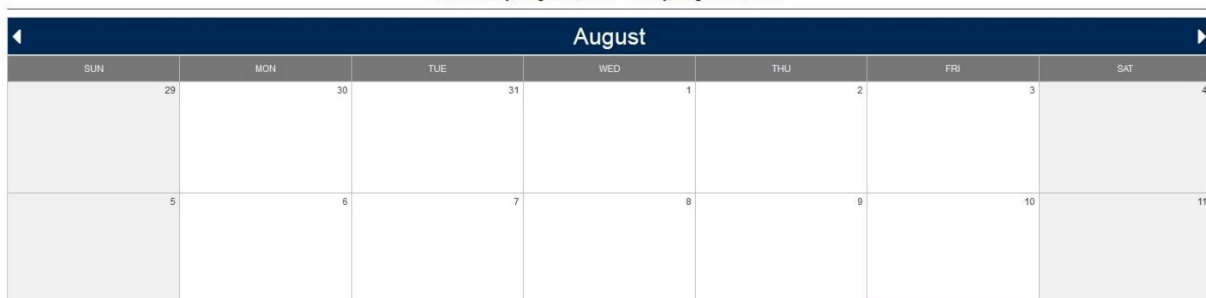
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3. Select Create an Event

EP Events Dashboard

Events

Keyword(s) 8/17/2018

Results: 8 events occurring 8/17/2018 to 2/13/2019 with the following

Event List Pending Your Approval (0) Aggregated

Name
German Stammtisch
German Stammtisch
German Stammtisch
German Stammtisch
German Stammtisch

4. Enter Event Details – This is the minimum of information necessary

- Name of Event
- Time and Date
- Summary (including meeting location)- will be visible

Event Options Categories Location Contact Images Attachments Products Extras Survey

Name of Event

Event Details

Summary * 250 remaining

When is the Event? * 08/17/2018 Start Time to 08/17/2018 End Time

All Day This event repeats Do not show end date / time

Timezone
(UTC-05:00) Eastern Time (US & Canada)

Event URL
<https://calendar.wvu.edu/site/worldlanguages/event/>

Make this event private Make this event unlisted

- Optional- add additional information to make your event more searchable, such as categories and keywords. You can also include images, contact information and attachments when more information is necessary.



- Hit Submit and Angela will publish the information once it is received. All events will be transferred to the weekly memo.

