



## HOW TO ADD YOUR EVENT TO THE HUB CALENDAR

1. Visit [hub.washington.edu/events](http://hub.washington.edu/events)
2. Click "ADD YOUR EVENT" in the left-hand menu

The screenshot shows the top navigation bar of the University of Washington website with the 'W' logo and links for 'Students', 'Parents', 'Faculty & Staff', and 'Alumni'. Below the navigation is a search icon and a 'Quick Links' button. The main heading is 'Student Events & Activities'. A breadcrumb trail reads 'The HUB > Student Events & Activities'. On the left, there is a vertical menu with 'EVENTS CALENDAR' and 'ADD YOUR EVENT' (highlighted with a red arrow). The main content area contains introductory text about staying connected and a link to 'EVENT PLANNERS'.

3. Complete all of the required information for your event.

**Important note:** "Post Date" is the day your event will be live on the HUB Events calendar. Do **NOT** set that as your event date.



guest Login

Post Date 3/28/2020

### Event Info

Event Title

Event Url

Event Description

### Event Date(s)

Single Day Recurrence

Event Start Date 3/28/2020

### Event Time(s)

Timed event All day event

(If timed event is selected then a start and end time must be entered).

Start Time 9:00 AM

### **Important notes:**

- In the “Event Group – Priority” section, select “Student Events & Activities” in the “Calendar” dropdown. Then select the appropriate category in the “Event Type” dropdown. If there are no event types that describe your event, select “(none)”
- In the “Location” section, input your event URL (website, Zoom meeting, Facebook event, etc.) in BOTH boxes.

The screenshot shows a form with two main sections: "Event Contact" and "Additional Event Info".

**Event Contact**

- Contact Name:  Hide
- Contact Email:  Hide
- Contact Phone:  Hide

**Event Group - Priority**

- Calendar: Student Events & A (dropdown) Select Multiple
- Event Type: (none) (dropdown)
- Department:

**Location**

- Location:
- Location Url:

**Additional Event Info**

- Attachments: Attach a file
- Tags:
- + Finished
- Save/View Event

Red arrows point to the Calendar dropdown, Event Type dropdown, Location dropdown, and Location Url input field.

4. Click “Finished” when you are ready to submit.
5. HUB staff will review and approve your event. You will receive a confirmation email when your event is approved and published.