The University of Tulsa Events Calendar

Submit an Event

1. Go to https://calendar.utulsa.edu

2. Select Submit an Event.

3. Select Login with School ID.
4. Use your TU credentials on the **TU Federated Login** screen. 
*This is the same username/password used to login to e-mail or the portal.*

![TU Federated Login](image)

5. Add the Event Name, Description, Date and Time.

![Event Details](image)

**Event Name:** The name of your event is required.

**Description:** Details about the event. No character limit.

**Start Date:** Enter a date. Any format works.

**Start Time:** Add a start time. Events do not require a time but it’s helpful

**End Time:** If there is a specific end time to the event, add it here.
6. For Events that Recur

**Recur:** Select how often the event recurs and add an end date.

*If Daily is selected, use the checkboxes to indicate which days the event should recur.*

Select Add Dates to List to display all the event dates. Use the Edit and Trash icons to adjust the date and time details.
7. Add Place, Address, Website and Photo

**Event Place:** Many campus venues have been pre-populated in the calendar. Start typing the name of the venue and matching venues will appear in a drop down menu.

**Room:** An additional location field. Enter additional information if the event takes place in a specific room, hall, etc. within the venue.

**Address:** If the venue is linked to an existing campus venue, the address will automatically display on public calendar. For venues off campus, a physical address must be entered in order for a map with pinpoint to display.

**Event Website:** If there is an additional web page with more information about the organization or the event, add it here.

**Facebook Event Page:** If you have a Facebook event page for the event, add the URL here.

**Event Photo:** Upload your own photo. The system has a cropping tool that lets you select a part of the picture to be displayed. There is a maximum file size of 5 MB.
8. Add Event Type, Departments and Audiences

**Event Type:** Use the drop down menu to select the best Event Type(s) to describe the event. To select additional Types, just select another Event Type from the drop down. To remove an Event Type, click the small “x” next to the phrase.

**Department:** Chose the college, school and/or department related to the event. In order for the event to appear on a particular college’s top stories, that college must be selected under Department for that event. More than one college/school/department can be selected.

**Audience:** Chose all the audiences that are welcome to attend the event. More than one audience can be selected.

**Note:** To remove an Event Type, Department or Audience, just click the small “x” next to the words.
9. Add Cost and Ticketing

**Ticket Cost:** Enter any dollar amount and accompanying text. If the event is free or there is no online ticket registration then leave this field blank.

**Ticket URL:** Enter an online registration or ticket purchasing URL, such as Eventbrite.

If a price is entered for Ticket Cost then the *Buy Tickets* button will display. *See #1 below.*

If there is no Ticket Cost entered then the *Register* button will display. *See #2 below.*

**Cost:** If there is a cost but no online tickets/registration, use the Cost field. If the event is Free and Open to the Public, use the Cost field. *See #3 below.*

![Image of #1](image1.png)

![Image of #2](image2.png)

![Image of #3](image3.png)

*Note:* *DO NOT* enter information in both the Ticket Cost and the Cost field.
10. Add Parking and Contact Information

<table>
<thead>
<tr>
<th>Parking</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name</td>
<td>First and Last Name</td>
</tr>
<tr>
<td>Contact Email</td>
<td><a href="mailto:news@utulsa.edu">news@utulsa.edu</a></td>
</tr>
<tr>
<td>Contact Phone</td>
<td>918-631-2000</td>
</tr>
</tbody>
</table>

**Parking:** If there are special parking instructions, add them here.

**Contact Name:** If possible include the name of a contact person who can answer questions.

**Contact E-mail:** Provide a contact e-mail address.

**Contact Phone:** Provide a contact phone number.

11. When finished, click the Add Event button.

If you have any questions or concerns about the calendar, please e-mail calendar@utulsa.edu.