

# UCM EVENTS CALENDAR SUBMISSION PROCESS

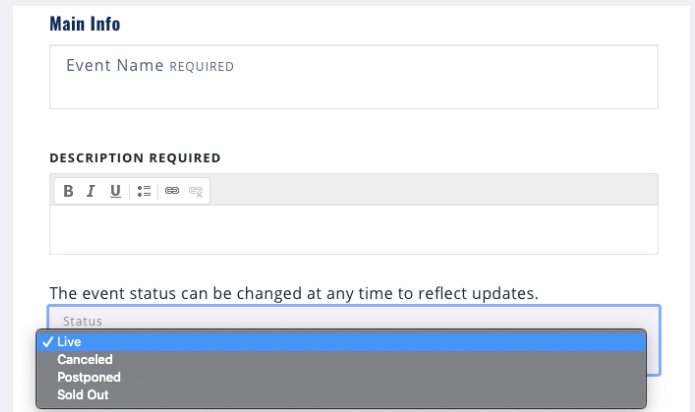
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## Main Information:

When inputting your event information, you will include the Event Title, Event Description/Abstract, and Status. When filling out the Event Status, select the "Live" option from the drop-down menu, as your event is planning to take place.

If the status of your event needs to be updated, you may still access/edit your event information via your UCM Calendar Account.

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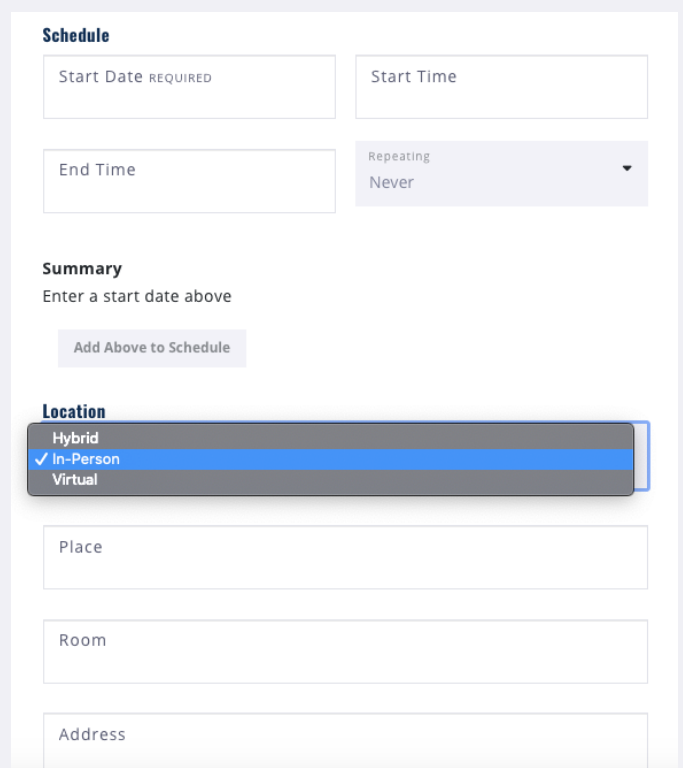
## Schedule:

Here, the date, start/end time are requested to properly schedule your event in the UCM Calendar system. If additional dates or times are needed for your event schedule, select "Add Above to Schedule".

## Location:

Under the "experience" option a drop-down menu will ask how your event will take place. The "in-Person" option will request Building/Room information, whereas the "Virtual" and "Hybrid" will request any ZOOM addresses to access your event.

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## Additional Details:

You may include a Hashtag and event website, both are optional. A Contact Email is required, as any questions/information will follow the email included.

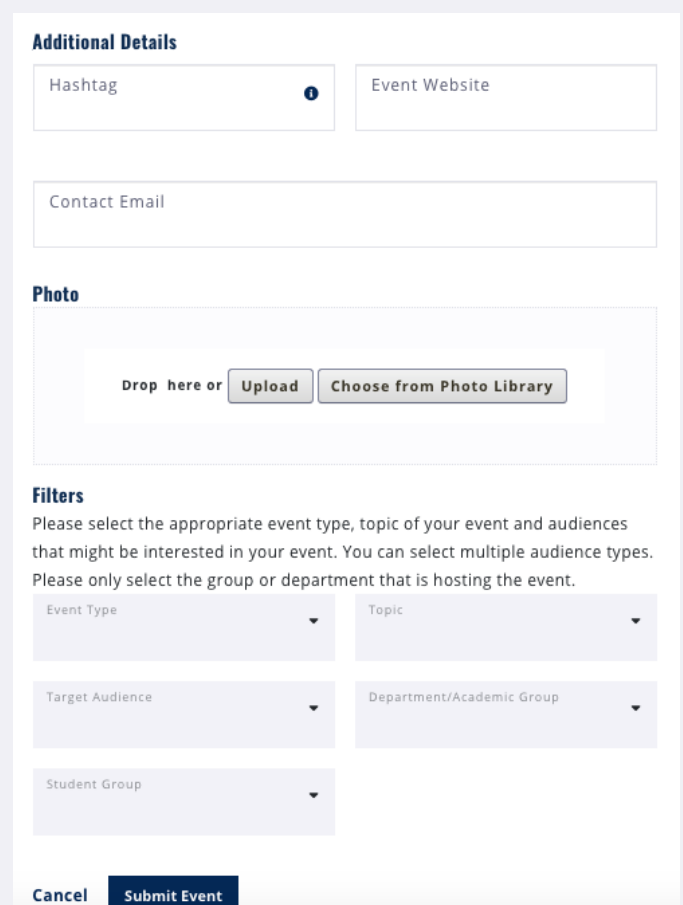
## Photo:

An event flyer, guest speaker headshot, or event image can be used for your submission. If you do not have an image for your event, a selection of UCM stock images is available for use as well!

## Filters:

Here, event specifics will be requested to best promote your event and reach audiences of interest. Completing this section will help provide more quick-to-read information to all browsing the UCM Calendar.

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[EVENTS.UCMERCED.EDU](https://events.ucmerced.edu)