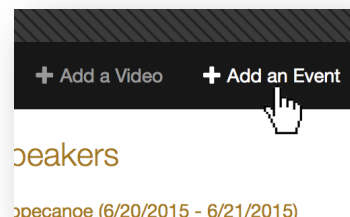


Adding an Event

Step 1

Use the **Add and Event** tab on the top right to navigate to the University Calendar Event Submission form.



Step 2

Complete all required fields on the Event Submission form. (Events must be sponsored by a Purdue University administrative or academic unit, or a student organization registered through the Office of Student Activities).

Select the **Lectures and Guest Speakers** category to include your event on the Lectures and Guest Speakers site.

Event Category(-ies) for the Activity to Appear:

All Categories

<input type="checkbox"/> Conferences and Seminars	<input type="checkbox"/> Official Academic Calendar
<input type="checkbox"/> Prospective Students	<input type="checkbox"/> Student Life
<input type="checkbox"/> Recreation, Health and Fitness	<input type="checkbox"/> Athletics
<input type="checkbox"/> Alumni, Friends and Retirees	<input type="checkbox"/> Career Programs
<input type="checkbox"/> Corporate Foundation	<input type="checkbox"/> Academic Dates
<input type="checkbox"/> President's Council	<input type="checkbox"/> Application Deadlines
<input type="checkbox"/> Purdue Alumni	<input type="checkbox"/> Career Fairs
<input type="checkbox"/> Retirees	<input type="checkbox"/> Off Campus Events
<input type="checkbox"/> Special Events	<input type="checkbox"/> Online Events
<input type="checkbox"/> Colleges and Schools	<input type="checkbox"/> Workshops/Clinics
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Arts and Culture
<input type="checkbox"/> Education	<input type="checkbox"/> Bands
<input type="checkbox"/> Engineering	<input type="checkbox"/> Black Cultural Center
<input type="checkbox"/> Exploratory Studies	<input type="checkbox"/> Convocations
<input type="checkbox"/> Health/Human Sciences	<input type="checkbox"/> Dance
<input type="checkbox"/> Liberal Arts	<input type="checkbox"/> Galleries
<input type="checkbox"/> Krannert/Management	<input type="checkbox"/> Latino Cultural Center
<input type="checkbox"/> Pharmacy	<input type="checkbox"/> Music
<input type="checkbox"/> Science	<input type="checkbox"/> Purdue Student Union Board (PSUB)
<input type="checkbox"/> Technology	<input type="checkbox"/> Theater
<input type="checkbox"/> Veterinary Medicine	<input type="checkbox"/> Lectures and Guest Speakers
<input type="checkbox"/> Honors College	
<input type="checkbox"/> Graduate School	

Submissions are sent to Calendar@purdue.edu for review and approval. For more information on posting to the calendar visit <https://calendar.purdue.edu/help/post.aspx>.