## <u> Tiger Tech</u>



Grambling State University Information Technology Department

07/10-07/14/2023

## Submit Calendar Events to be Added to the University Calendar

You can easily submit events to be added to the university calendar online, all

you need to do is to complete the form and submit it for review. You can find the form on the calendar of events webpage in the horizontal navigation column in the middle of the page (at the bottom of the header section). If the submission is approved, it will be added to the calendar. You will be contacted at the email address provided with any questions/clarifications regarding your submission, also you will be notified if your request has been declined. Please send any questions or comments about the calendar to <u>communications@gram.edu</u>

## Submit Calendar Event Form Steps

1. Go to the University Calendar Page located on the homepage and click the "VIEW ALL EVENTS" link to see the university calendar (Direct link: <u>https://www.gram.edu/calendar/</u>)



2. Click the link for the "CALENDAR EVENT SUBMISSION FORM" at the bottom of the header section of the page, in the horizontal navigation column. (Direct Link: <u>https://www.gram.edu/calendarnew/calendar-event-submission-form/</u>)

EVENTS	CALENDAR
ACADEMIC CALENDAR	ATHLETICS CALENDAR UNIVERSITY NEWS CALENDAR EVENT SUBMISSION FORM
Home / / Events Calendar	
	Q, Search for events Find Events List Month Day

3. Complete the form (\* fill all of the required information) and click the submit button at the bottom of the page.

