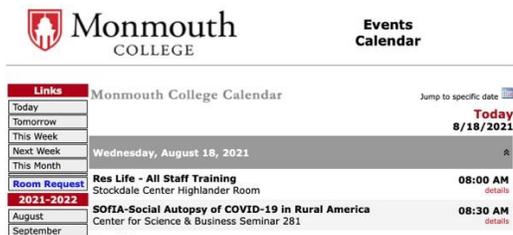# Monmouth College Guide to Creating and Publicizing Events
Fall 2021

1. Check to see if other events might present a time conflict.

All events should be available on the college's "Events" calendar: https://programs.monmouthcollege.edu/gen/calendar/

However, many athletic events may only be viewed on the athletics calendar: https://monmouthscots.com/calendar

2. Fill out our online "Room Reservation" Form. (Do this even if you don't need a room.)

Link to form: https://programs.monmouthcollege.edu/gen/events/

This form should be filled out even if you are not reserving a room. It helps the college know what events are being scheduled.

This form also includes this link to our room schedules: https://programs.monmouthcollege.edu/gen/roomcal/

Please note that "Publish on Public Calendar" does not work at this time. **You must publish the event yourself or email Tim Bridge (see next steps).**

3. Publish your event on our web calendar. There are TWO ways to do this.

First, if you reserved a room, make sure that you have received confirmation that the reservation was approved. THEN…

    A. You can publish it yourself using our White Whale web tools.
        a. You will need web editing permissions to do this.
        b. An online guide: https://www.monmouthcollege.edu/help/events/

    OR

    B. Email Tim Bridge at TBRIDGE@monmouthcollege.edu

In either case, make sure you pay attention to where the event will be posted. Besides the college's main "Events" page, do you want it posted on your department or program's page?

Make sure you provide all of the useful information for the web calendar entry, including: day/time, location, event title, short description, and a contact person.

We also encourage you to include an image. If you don't already have a good image, a good source for freely usable images is Unsplash (https://unsplash.com).

5. Later, check our web calendar (and perhaps your program's page) and make sure your event was published correctly.

https://www.monmouthcollege.edu/calendar/

Useful Contacts:
Tim Bridge (Web Manager, tbridge@monmouthcollege.edu)
Ryan Doyle (Director of Campus Events, rdoyle@monmouthcollege.edu)