

# Helpful Hints for Calendar Submissions

## General

1. Use the spell checker.
2. Keep in mind that the calendar is viewable by the general public.
3. Do not use all caps.
4. Check the calendar prior to entering your event to ensure that someone else hasn't already posted it.
5. Double check your submission before you click the Create button. Once you submit your event, you can no longer edit it.

## Event Title

1. Keep your titles short and descriptive.
2. Capitalize each word in the title.

## Dates & Times

1. Pay close attention to dates and times to ensure they are entered correctly.
2. Be sure to enter your event at least 3 business days in advance. Submissions are only approved on business days first thing in the morning. Events with inadequate lead time may not be approved in time or not approved at all.
3. Recurring events need to be entered individually.

## Event Type

1. Make sure to choose the correct event type. The type refers to who is invited or your intended audience. Your event will almost never fit the event type Academic, Alumni or Holiday.

### Event Type Definitions:

**Academic Events** – These events are the official dates as set on the Kettering Academic Calendar as approved by Faculty Senate and administration.

**Alumni Events** – These events are events that are sponsored by the Alumni Affairs office for Alumni.

**Student Events** – These events are events to which students are being invited.

**Faculty Events** – These events are events to which faculty members are being invited.

**Staff Events** – These events are events to which staff members are being invited.

**Holiday Events** – These events are dates the university is closed for business and are determined by the President's Cabinet.

## Event Description

1. Be clear and concise. Include any information necessary.
2. If it is an off-site event, include the address.
3. Include an email address here if needed.

## Event Web Site Address

1. Only URLs can be entered in the Event Web Site Address box.
2. Make sure to include the http:// at the beginning of your URL or it will not work.

If you have any questions or event corrections, email them to [dhosmer@kettering.edu](mailto:dhosmer@kettering.edu).