Web Calendar Event Submission

Please also see https://universityrelations.wvu.edu/digital-services/web-calendar for best practices and other details related to using the web calendar system.

To submit an event to the web calendar:

1. Visit <https://calendar.wvu.edu/directory>   
   Select appropriate calendar from the list.

[](https://calendar.wvu.edu/site/schoolofdentistry/)

**School of Dentistry**

WVU School of Dentistry.

[Submit an event](https://calendar.wvu.edu/admin/site/schoolofdentistry/default.aspx)

1. Click on "Submit an Event" for the calendar you've selected.
2. Sign in with your WVU Login credentials if prompted.

Click on "Create an Event" at the top of the page if the event submission form does not open automatically.

1. Populate the event details on the "Create an event" form.

When completed, click on "Submit" or "Publish" at bottom of the form.

1. Be sure to set a detailed event title, enter a summary and description, set start and end dates and times, and tag your events for the appropriate categories and locations. The options you tag will determine which website feeds and calendar views your event will be included in.

Do NOT "select all" categories or locations. Do NOT paste event details from MS Word.

Each event requires the approval of the assigned approver of the selected calendar. Submitted events are placed in the pending approval queue and the assigned approver is notified via email to review each submission.

You will be notified via email when your events are reviewed and updated by the assigned approver.