The Greek Life calendar feeds to the main West Virginia University calendar, the greeklife.wvu.edu site, and is used to pull events for advertising on Greek Life social media and the Weekly Greek newsletter for chapter and council officers.

**CALENDAR SUBMISSION INSTRUCTIONS**

1. Go to [https://calendar.wvu.edu/site/greeklife/](https://calendar.wvu.edu/site/greeklife/)

2. Click on **Sign In** at the top-right of the page and use your **WVU Login credentials** to sign in.

3. Once you have signed in successfully, click on **Manage** at the top-right of the page.

4. Click on **Create an Event** at the top of the page to edit and submit a new event for approval.

5. To review or submit updates for your own events, click on **Events** at the top of the page and locate your event on the appropriate tab. Events listed on the **Pending Approval** tab are awaiting approval by a calendar administrator, and have yet to be published.

6. Click on **View Calendar** to access the public view of the selected calendar site.

**BEST PRACTICES FOR SUBMITTING EVENTS**

- Include details in your event title to distinguish your meeting, workshop or other event from those of other units.

- Always include a summary and start and end times for your event.

- Do not select all categories or locations. In general, it's best to be as specific as possible when tagging events.

- When selecting event locations, always choose only the most specific (lowest) option for the selected location.

- Do not paste the event name, summary or description from MS Word. Calendar events are fed to the info stations, which do not support the MS Word formatting character set.