



The Greek Life calendar feeds to the main West Virginia University calendar, the [greeklife.wvu.edu](https://calendar.wvu.edu/site/greeklife/) 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/>
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.