HOW TO CREATE AN ITEM ON THE MSU CALENDAR FOR DEFENSE ANNOUNCEMENTS

Go to [http://calendar.msu.montana.edu/](http://calendar.msu.montana.edu/) Click “Submit an Event.” You will need to sign in using your Net ID.

Select “Create New Event.”
Fill in event details.

Submit Event
MSU Calendar System

Event Details

Event Title: 

Event Short Title: 

Summary: 

Short Summary: 

Complete Description: 

Use this guide to understand each section:

- **Event Title**: The title of your event (100 character limit)
- **Event Short Title**: A simpler title of your event (50 chars) Used in feeds requiring short titles.
- **Summary**: One to two sentences about your event. Shown on the calendar homepage.
- **Short Summary**: A one-sentence summary of your event (80 chars) Used in feeds requiring short summaries.
- **Complete Description**: All information regarding your event. Information may duplicate content placed in summary fields.
Enter the Date, Time, and Location of the event.

Start Date / Time:  

End Date / Time:  

All Day

Event URL:

Facebook URL:

Price:

Location

- On-Campus Building
- In Bozeman
- Other

Campus Building / Locations:

-- Select a location --

Campus Room / Secondary:

-- Select a sub-location --

Custom Location:

If you would like an image or video to accompany your event announcement, upload it in the “Media” section.

Media

Add Image

Embed Video

Add Image From Library...

Upload & Crop New Image

Thumb

Primary Image?

Title

Caption
Place the appropriate “Tag” on the event so that it will appear on the Graduate School webpage. To get a “Tag” to appear, start by typing “presentation.”

**Tags**

Begin typing a tag name to view the auto-complete menu.

- Presentation

A list of options will pop up. Select the appropriate one from this list:

- Presentations (Professional Paper)
- Presentations (PhD Comp Exam)
- Presentations (Doctoral Defense)
- Presentations (Thesis Defense)

Enter contact information.

**Contact Information**

- Department: — Select a Department —
- Contact Name: *
- Phone: *
- Email: *
- Contact URL:

Enter Options or Notes if applicable.

**Options**

- [ ] Send a copy of this event to my email
- [ ] RSVP required or strongly encouraged
- [ ] ChampChange: Submit for consideration to earn ChampChange points

**Notes**

Private notes for editor-use only
If you are the administrator for more than one calendar, you’ll need to select the correct group under “Group Access.” Finally, click on “Create Event” to finish.