

## COB Calendar Process for COB student organizations

If your organization is interested in having a calendar presence online, we are happy to advertise these events etc. on our COB Calendar as well.

The COB "Upcoming Events" Section (<http://business.missouristate.edu/>) has been set-up to pull events from the master calendar if sponsored by the COB. When an event is added to the calendar and COB is the selected sponsor then it will automatically also be listed on the COB "Upcoming Events" calendar. This way you get more advertisement for events etc. Many students search the University calendar daily to find out about events and we don't want anyone to miss out on the exciting opportunities happening in the COB!

### How to post to the University and COB calendars

1. Determine if one or multiple individuals within the organization will post events to the calendar.
2. Have your faculty/staff advisor sign-up to be a calendar approver at <http://calendar.missouristate.edu/manageapprovers.aspx> (*This may take a few days*)
3. Visit the MSU homepage <http://www.missouristate.edu/> and click on the title of the main University calendar "**Upcoming events.**"
4. On the left navigation bar click "**Submit an Event**" and log in using your regular MSU log in ID and password.
5. Select the appropriate primary campus-this should usually be the Springfield campus. Select the Continue button.
6. Follow the general instructions and those on the following pages for submitting an event. Page titles are as follows:
  - a. General Information
    - i. Select "*Business, College of*" in the Event Sponsor section!
  - b. Occurrences
  - c. Admission
  - d. Submission Information
    - i. If you want the event to go only on the COB calendar, select **YES** for the question "Should this event be excluded from the master calendar (which means it will only display in the primary sponsor's calendar)?"
    - ii. If you want the event to also be included on the main University calendar then select **NO** for the question "Should this event be excluded from the master calendar (which means it will only display in the primary sponsor's calendar)?"  
*\* This option is recommended to increase awareness of your events!*
  - e. Contact Information for Publications and submit your event.

*\*\*Once a calendar approver has approved your event, the event will post to the COB calendar, University calendar, or both. This process generally takes less than 24 hours from submission of the event. Post early!*