Putting Events on the UMSU Clubs & Societies Calendar


Your user name and password have been emailed to you. You should reset the password and keep the details confidential. The account is linked to your club email address, and any future reset of the password will be sent to that address.

2. To create events: Look for the CALENDARISE IT tab on the left hand side menu. Add New Event.

3. TITLE: choose a short title. Include your club name in the event title.

4. You can also edit the URL / LINK. Once you’re done, press OK.
5. **DESCRIPTION**: write the description of the event.

6. Tick the **CLUBS CALENDAR** on the right hand side

7. Scroll down a bit and you’ll see the **CALENDARIZE** section. Click on your event date (check you’re in the right month) and a Date and Time box will appear.

You must enter all 4 fields (Start Date & Time, End Date & Time)

Enter Time in **24 hour time** (4pm is 16:00) or with **AM/PM** after the time. Otherwise events are advertised at 3 in the morning!

You can create **Repeating events** here too. Just make sure you put an end date in.

Press **Accept** and it will appear in the Calendar like this:
8. Over on the right-hand side you’ll see VENUE. Scroll down and you’ll see a menu of venues.

   Choose the right venue so people can actually find your event!

   Consider putting complicated/extended venue information in the event description.
   If you are lodging an event for the calendar and you realise there are ticket pre-sales, why not make a calendar entry for the ticket sales too?

   If it’s not already there, you can Add venue.

9. If you want to add a picture scroll down until you see IMAGE (on the right hand side). Upload the picture to the EVENT PAGE TOP IMAGE section. Don’t worry if it looks a bit squashed! (This is just an example – put your club logo or other relevant image here!)

10. Go right back to the top and press SUBMIT FOR REVIEW.

DO NOT WORRY ABOUT ANYTHING ELSE! (ignore the other tabs and options)
11. C&S will review your submission and publish it if it is complete.

Incomplete submissions DO NOT GET PUBLISHED. They get returned as a Draft to the club.

If published, it will appear on the Club & Societies Calendar of Events: umsu.unimelb.edu.au/jump-in/clubs/events/