

# Master Calendar

## How do I add additional info for an on-campus event?

After submitting an on-campus event, it may be necessary to add additional information, like a description, images or files to help promote an event. To add additional information:

### As a user:

General users must wait to receive an email from the campus calendar to add additional information.

- Click the " " link in the email
- Add additional information, such as a description, image, attachments.



Note: If you do not receive an email please contact the Calendar Manager associated with the calendar your event will be displayed on.

### As a Calendar Manager:

- Click the "Calendar Admin Login" at the bottom of the Campus Calendar Homepage.
- If you are in the Calendar View page, select My Options, then Login.
- Select "Admin", then "Manage Events."



- Click the event you wish to add information.
- Select the appropriate "booking" by checking the box and then click edit.
- Add the additional information and click Save.

For any questions, please contact **Tech Support** at [techsupport@fit.edu](mailto:techsupport@fit.edu) or (321)674-7284

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