

Master Calendar

How do I request an event to be displayed on the Florida Tech Homepage?

For an event to be displayed in the Florida Tech Homepage, the event must be a **Featured Event**. The process for request for an event to be considered a featured event is determined by an event being on-campus or off-campus (and can be requested during the event **Submission** process).

Note: Featured Events are subject to approval.

On-Campus Events


To request an on-campus event to be considered a featured event:

- Complete the initial steps of the "**Submit an Event Process**"
- Select YES to the question: "Would you like this event to be publicized on the Florida Tech Homepage?" on the EMS Reservation Form.



Off-Campus Events

To request an off-campus event to be considered a featured event:

- Complete the initial steps of the "**Submit an Event Process**"
- To select multiple calendars click the "Lookup"  icon and check all the calendars that apply.
- Choose **Featured Events** as one of the calendars you wish to promote your event on.

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