Master Calendar
HAPPENINGS AND EVENTS AT THE UNIVERSITY OF GEORGIA

FREQUENTLY ASKED QUESTIONS

What kind of events should be submitted to the calendar?

Master Calendar events must be of general interest to the university community. The calendar is primarily for events held on campus, though notable off-campus events may be included depending upon their importance to the university community.

All events are required to have a campus connection, such as being sponsored by an officially recognized UGA entity or held in a properly reserved UGA facility.

What kind of events should not be submitted to the calendar?

The following types of events are not included in the Master Calendar: weekly meetings (except when there is a special program of general institutional interest); socials or get-togethers that do not have a formal program or speaker; online-only events that are not campuswide Enterprise Information Technology Services occurrences; events with no specific location; and incentive nights.

Mentions of alcohol or alcoholic beverages (including happy and cocktail hours) also are not accepted for the Master Calendar.

Can I include a photo with my event?

The submission form includes a place for contributors to upload images with their events. Photos of speakers and images of the event from past years are usually the best candidates to be included with an event.

Fliers, event invitations and clipart graphics are not permitted on the Master Calendar.

Photos that are larger than 800 x 800 pixels will be rejected by the system, causing information to be deleted from the event submission. Contributors needing assistance resizing relevant photos can contact Matt Chambers at calendar@uga.edu or 706-583-0913.

How do I submit themed weeks, festivals or multiple events that are connected?

For events that are connected, contributors should include a line stating the connection in the Event Summary area of the submission form. For example, "This event is part of Homecoming Week." or "This event is part of the Hairy Dawg Speaker Series."

For themed weeks with multiple events in different locations, contributors should fill out a separate submission for each event while also including a line connecting them. Submitting multiple events will ensure that the largest amount of visitors see the week's events.

My event is free, but requires a reservation or ticket, how do I include that in my submission?

The requirement of a ticket or reservation for free events should be included in the Event Summary area of the submission form.

When should I submit my event?

Because the Master Calendar is used for event planning across campus as well as public affairs purposes, contributors should submit events as soon as the details are finalized.

To be featured in *Columns*, the faculty and staff newspaper, or on the university's home page, events must be submitted at least three to four weeks in advance.

Units are responsible for assuring that their scheduled events will not compete with similar events that would draw a similar audience. Major lectures, performances and other events expected to draw a campuswide audience should not be held at the same time.

How can I tell if my event was submitted?

Once an event is properly submitted, a new page will load with a box that reads, "Thank you for using the Master Calendar. Your event has been submitted and will show up as soon as a staff member approves it."

If this new page and box do not load, something went wrong during the process, and contributors should contact Matt Chambers at calendar@uga.edu or 706-583-0913.

How long will it take for my event to show up?

All events are reviewed before posting, and events are approved in the order they occur. The majority of events are approved within a few hours of submission. During peak times of the semester, an influx of events may cause a longer delay in the review and posting process.

Incomplete event submissions will not be posted until the missing information is received. As a result, a Master Calendar staff member may request more information regarding an event.

Master Calendar
HAPPENINGS AND EVENTS AT THE UNIVERSITY OF GEORGIA

FREQUENTLY ASKED QUESTIONS

What if I need to change or cancel my event? Can I update it?

Email the change to calendar@uga.edu. Include the event name and date, and be specific about what has changed. Do not resubmit the event.

Also, due to of the volume of events contained in the Master Calendar, events are updated only to correct factual errors or reflect changes in programming. For this reason, it is vital that contributors ensure all relevant information is present and correct during the submission process. Each involved unit, school or area should approve interdisciplinary events before they are submitted. Doing so will reduce the chance of duplication or miscommunication.

Why do I get an email from the calendar a few days before my event?

An email is sent to the provided email address around 72 hours before a scheduled event in case there are any last minute changes or cancellations. This message is simply a reminder to those who submit events.

How do I get my event featured as the artwork for the Master Calendar?

Anyone interested in having an event featured as artwork can contact calendar@uga.edu with the event information and high-resolution artwork. Requests to be featured should be submitted at least two weeks in advance.

Is there a way to copy multiple events on the calendar for my newsletter?

The best way to do this is by clicking on the print button on the top of the calendar above the tabs. From there, select the date range to include. The search can be narrowed down by category as well. After clicking "Print Calendar," a summarized version of the events will be created in a format that allows for easy copying and pasting.

Can the calendar feed into my website?

The calendar is set up with RSS feeds that can be subscribed to or that can be pulled into a website. Email calendar@uga.edu for more information on this process.

Who do I contact if I have a different question?

For further assistance with the Master Calendar, Matt Chambers will be happy to help. He can be reached at calendar@uga.edu or 706-583-0913.