



UNIVERSITY of
DENVER

CENTER for MULTICULTURAL EXCELLENCE

online calendar submission tips

Full calendar: <http://25livepub.collegenet.com/calendars/du-center-for-multicultural-excellence>

Next 6 events are automatically fed to the CME website: www.du.edu

For publicizing programs/events sponsored by CME (IRISE) and active Joint Council organizations.

SUBMIT EVENT FOR 1ST TIME

Via website link at bottom of Joint Council webpage: www.du.edu/cme/programs-services/joint-council.html

Tip	Why
Don't duplicate. Make sure the event isn't already posted or submitted.	This helps us avoid repeat submissions/entries, reduces wasted time and effort for everyone, and confusion for web visitors.
Submit early. Allow several days for us to get to and post your event.	The process is not instant or automatic; a human with many other responsibilities has to receive your submitted info and then transfer it to the calendar. We may also have questions for you.
Provide all requested information, even if tentative.	You can always indicate that details are tentative, and then update them later. But the calendar system will not post events that don't have titles, dates and times, at a minimum.
Be brief.	There is limited space for both event title and descriptions. The calendar is intended as a quick glance resource, directing visitors to other sources for more complete details.
Be meaningful.	The title and description should (briefly) provide visitors everything they need to quickly decide if your event is appropriate and of interest: Don't assume everyone knows abbreviations or other jargon. Specify the intended audience.

If it helps: Pretend you don't know anything about the group or event, but happen to find the calendar entry. What would want to know, to make a quick decision on whether and how to find and more, and participate.

SAMPLE SUBMISSION

Title: One Community Ice Cream Social

Date: 3/31/2015

Start Time: 5pm

End Time: 7pm

Repeats? •No

location: TBA

Description: The DU One Community organizations (Black Student Alliance, Latin@ Student Alliance, Queer Student Alliance, and Asian Student Alliance) invite all students to take a break from studying, and to join us in celebrating a busy Winter Quarter. Watch here or Facebook event for location to be confirmed.

How to Attend: •Just show up!

Web Address: www.facebook.com/event/3ue3ouidq7edty398d

Sponsors: One Community orgs

Contact person: Juan Komyunitee

Email: one@community.email

UPDATES/CHANGES

once the event has been posted:

1. Send an email to igr@du.edu
2. Containing very clear instructions about what needs to change from what's already posted.

DO NOT send all event info again. We only need to know what specifically needs to be changed/added.

DO NOT send a flyer, direct us to a website, etc. This does indicate what's new/different; and we don't have time to retype all the information.

SAMPLE EMAIL

Subject line: CME online calendar update

Message:

Please update the location for the 3/31 One Community Ice Cream Social to Driscoll Underground.

Please also change the How to Attend to: RSVP to one@community.email

Rev.3/2015

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