

HOW TO CREATE AN ITEM ON THE MSU CALENDAR FOR DEFENSE ANNOUNCEMENTS

Go to <http://calendar.msu.montana.edu/> Click "Submit an Event." You will need to sign in using your Net ID.

The screenshot shows the MSU Events Calendar interface. At the top, there is a navigation bar with the MSU logo, "Academic Term", "Registration Deadlines", and a "Search MSU" field. Below the navigation bar, there is a "Jump to TODAY" link and a calendar for April 2015. The calendar shows the date April 16, 2015, highlighted. To the right of the calendar, there is a "Filter by:" dropdown menu and links for "List", "MSU Today", "Month", and "Year". The main content area displays several events for Thursday, April 16, 2015:

- New Employee Benefits Orientation (NEBO)**
8:30am to 12:00pm
Help new employees best utilize their benefits package and answer questions. [Read More](#)
- 26th Annual Employee of the Year Awards featuring awards for Service Excellence**
9:00am to 11:00am
Join MSU faculty and staff to celebrate the 26th Annual Employee Recognition Awards in the newly renovated SUB Ballrooms. [Read More](#)
- SK Technical Interviews**
9:00am to 5:00pm
Bring your resume to the career fair to request an interview. [Read More](#)
- Montana Plant Sciences Chair Candidate Seminar**
9:30am to 10:30am
Harold Trick, Montana Plant Sciences Chair Candidate will present a public research seminar on 4/16/15. [Read More](#)
- Ph.D Thesis Defense in Computer Science: Nathan Fortier**
12:00pm to 3:00pm
Nathan Fortier will present "Inference and Learning in Bayesian Networks Using Overlapping

On the left side of the page, there is a "Search Events" field with a "Go" button. Below that, there are "Calendar Options" (Day View, Calendar FAQs) and "Calendar Filters" (Academic Term Calendar, Registration Deadlines, ChampChange Events, Exams & Finals Schedules, Residence Hall Dates). At the bottom left, there are social media icons for Facebook, Twitter, and RSS. A red circle highlights the "Submit an Event" button, which is located below the social media icons.

Select "Create New Event."

The screenshot shows the MSU Calendar system interface. At the top, there is a navigation bar with the MSU logo, "Calendar", "View", "Create", "Cal", and a search icon. Below the navigation bar, there is a "Viewing Calendar Events" section with the text "MSU Calendar System". To the right of this text, there are two buttons: "Create Announcement" and "Create New Event". A red circle highlights the "Create New Event" button.

Fill in event details.

Submit Event

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MSU Calendar System

Event Details

Event Title: ★ 100 chars left

Event Short Title: ★ 50 chars left

Summary: 255 chars left

Short Summary: ★ 80 chars left

Complete Description: ★



Use this guide to understand each section:

Event Title	The title of your event. (100 character limit)
Event Short Title	A simpler title of your event. (50 chars) Used in feeds requiring short titles.
Summary	One to two sentences about your event. Shown on the calendar homepage.
Short Summary	A one-sentence summary of your event. (80 chars) Used in feeds requiring short summaries.
Complete Description	All information regarding your event. Information may duplicate content placed in summary fields

Enter the Date, Time, and Location of the event.

Start Date / Time:



End Date / Time:



All Day

Event URL:

Facebook URL:

Price:

Location

On-Campus Building

In Bozeman

Other

Campus Building / Locations:

Campus Room / Secondary:

Custom Location:

If you would like an image or video to accompany your event announcement, upload it in the "Media" section.

Media

Add Image

Embed Video

Add Image From Library...

Upload & Crop New Image

Thumb

Primary Image?

Title

Caption

Place the appropriate “Tag” on the event so that it will appear on the Graduate School webpage. To get a “Tag” to appear, start by typing “presentation.”

Tags

Begin typing a tag name to view the auto-complete menu.

Presentation

A list of options will pop up. Select the appropriate one from this list:

Presentations (Professional Paper)

Presentations (PhD Comp Exam)

Presentations (Doctoral Defense)

Presentations (Thesis Defense)

Enter contact information.

Contact Information

! Information entered here is displayed publicly within the event.

Department:

-- Select a Department --

Contact Name: *

Phone: *

Email: *

Contact URL:

Enter Options or Notes if applicable.

Options

- Send a copy of this event to my email
- RSVP required or strongly encouraged
- ChampChange: Submit for consideration to earn ChampChange points

Notes

Private notes for editor-use only.

If you are the administrator for more than one calendar, you'll need to select the correct group under "Group Access." Finally, click on "Create Event" to finish.

Group Access

Grad School Calendar 

 Create Event

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