

HCC EVENTS CALENDAR

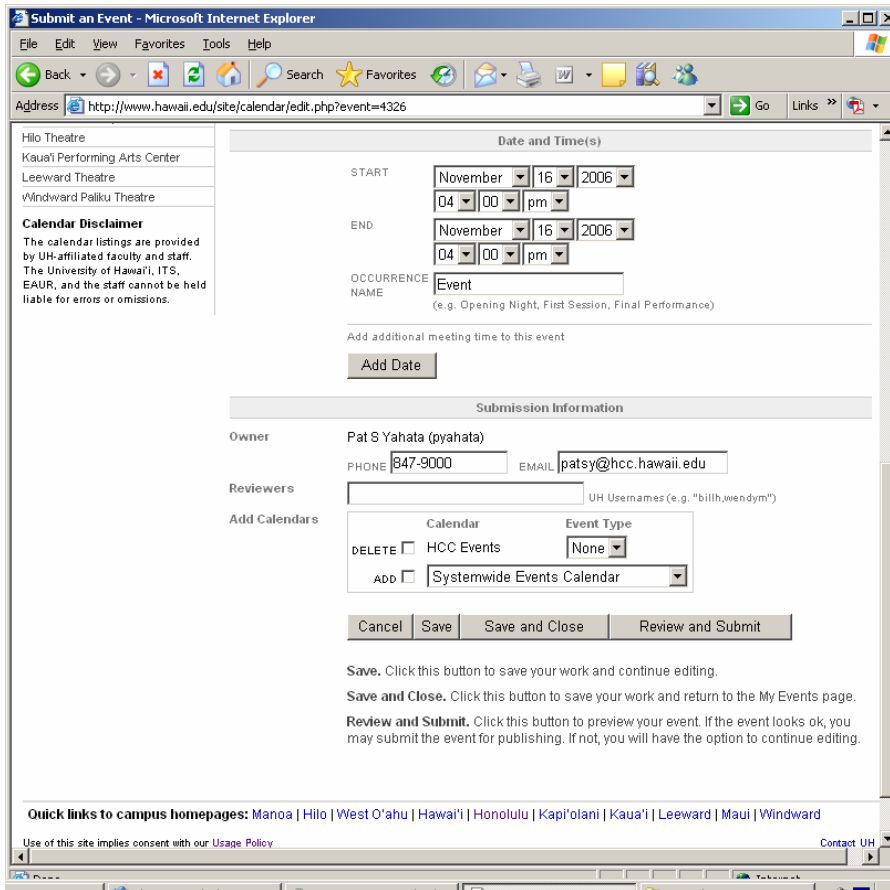
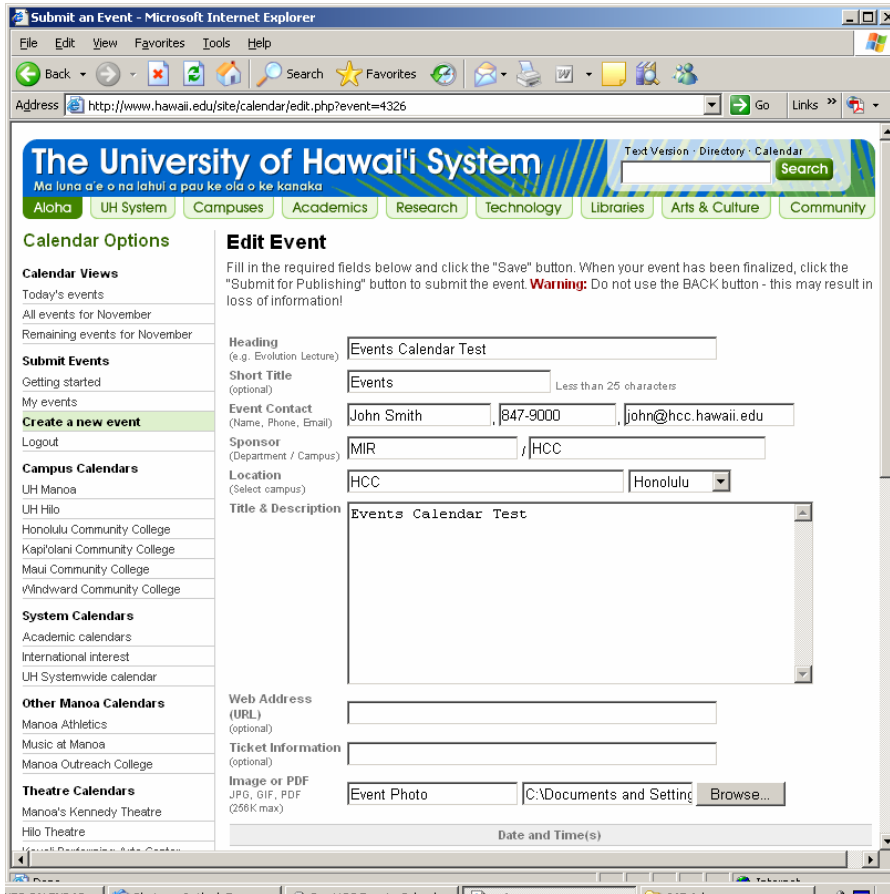
Access to the official University of Hawai'i calendars is a breeze. This web system allows you to create and submit events for publication to University of Hawai'i calendars, including the HCC Events Calendar. Promote events of student interest! Improve HCC campus communications! Enhance HCC Recruitment and Retention efforts!

It's easy to submit events:

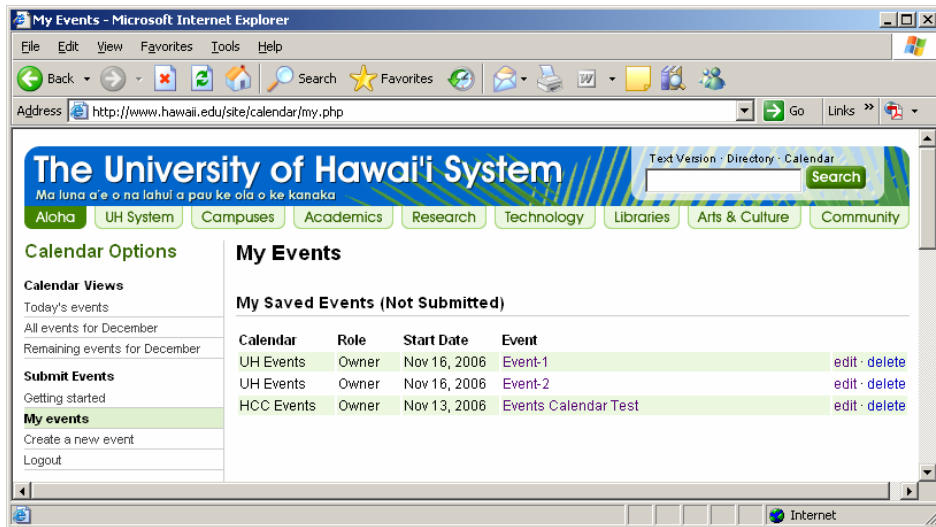
1. At least 2 days in advance your event, go to the "HCC Events Calendar" link on the HCC Student Homepage (<http://www.hawaii.edu/calendar/hcc/>)
2. In the left menu under "Submit Events", select "Login to calendar system".



3. At "Web Login Service", enter your UH e-mail username and password. Login.
4. In the left menu under "Submit Events", select "Create a New Event".
5. Fill in the "Create a New Event" form. (To view detailed instructions select "Getting Started" under the "Submit Events" menu.)
 - a. Provide contact info for the event itself.
 - b. Specify the Location of the event. The default is Manoa.
 - c. An image or PDF may be attached (size limit 256 KB, 72 dpi, ...).
 - d. Submission Information Section:
 - identify yourself as the submitter along w/ contact info.
 - specify the calendar "ADD, HCC Events" if your target is the HCC Campus. The default is the "System-wide Events Calendar".



6. Select "SAVE" to save the form. The Event form will be stored under "My Events" in the left menu for future edit/submission.



7. To edit an event, find the event in "My Events", and select "edit" in the right column.
8. After finalizing the event information, select "Submit for Publishing". This will forward the event to the system operator for approval.

Please allow 2 business days for event approval.

9. Once an event is published, it will appear under the "Live Events" heading on your "My Events" page.