Event Calendar Basics
events.uccs.edu

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Posting a New Event

1. Go to events.uccs.edu.
2. Click “Login” near the upper right corner of the screen.
3. Log in with your UCCS user name and password.
4. Click “Submit an Event” on the right side of the screen.

5. Enter your event information in the fields provided.
   a. In the field “Event Place,” we have already listed campus building locations, so you can select one from the list provided as you type. If your building does not appear, please contact jhane@uccs.edu.
   b. Enter the room number where your event is located.
   c. Be sure to enter parking instructions in the “Description” field, if applicable.
6. Click “Add Event.” Your event will be sent to the calendar team for a quick review and should be posted within two business days.

**Note:** If you want to upload several events at once or if you have a repeating event that occurs at different dates and times (such as an athletic or performance schedule), please contact jhane@uccs.edu.
Editing an Existing Event

1. Go to events.uccs.edu.
2. Click “Login” near the upper right corner of the website.
3. Log in with your UCCS user name and password.
4. Click the name of the event you want to edit.
5. Click “Edit Event” near the right side of the screen.

6. Update your event information as needed.
7. Click “Save Event.” Your event will be sent to the calendar team for a quick review and should be posted within two business days.
Canceling an Existing Event

1. Go to events.uccs.edu.
2. Click “Login” near the upper right corner of the website.
3. Log in with your UCCS user name and password.
4. Click the name of the event you want to edit.
5. Click “Edit Event” near the right side of the screen.

6. Click “Delete Event.”
Adding a Photo to Your Calendar Profile

1. Go to events.uccs.edu.
2. Click “Login” near the upper right corner of the website.
3. Log in with your UCCS user name and password.
4. Select “Me” near the top of the screen, and then choose “Settings.”

5. On the left side of the screen, select “Edit Profile.”
6. Click the blank photo next to “Profile Photo.”

7. Upload a photo to your album by clicking on the picture (it may be blank) on the right.

8. Hit browse. Select your picture from your computer files.
9. Click “Upload Photos” once you’ve selected it.

9. Click on the photo you added to your album
10. On the right side of the screen beneath your photo, click on “Set Profile.”