Northeastern University
College of Social Sciences and Humanities

How to add events to the CSSH Master Calendar and University Event Calendar

The CSSH Master Calendar is the college's internal calendar for tracking events: https://cssh.northeastern.edu/master-calendar/. This calendar can be filtered by public events, private events/meetings, and all other CSSH events added.

It is REQUIRED that all CSSH events be added to this calendar at least one week in advance of the event in order to be featured on the weekly CSSH newsletter emails and to avoid serious scheduling conflicts with college-wide events.

Please note: **The CSSH Master Calendar pulls PUBLIC events directly from the University Event Calendar when tagged correctly.**

To add a PUBLIC EVENT to the CSSSH master calendar, please add it to the University's Event Calendar

1. Visit the University Event Calendar submission page: https://calendar.northeastern.edu/event/create
2. Login using your Northeastern username/password

   *Note: you cannot edit an event unless you login using the same account that submitted it. It is strongly discouraged that students submit any department or program events for this reason.
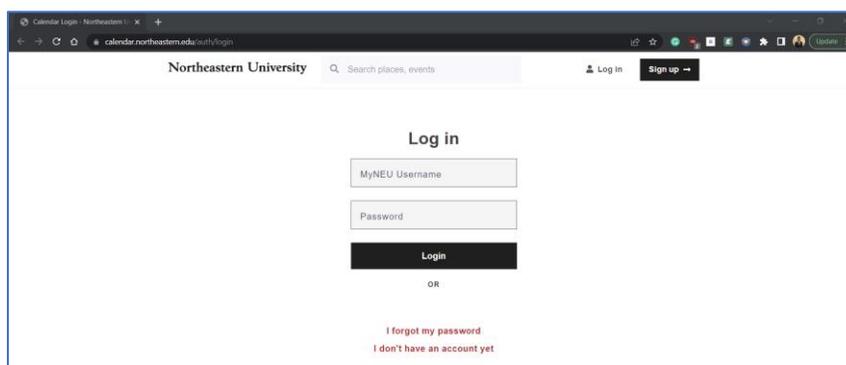
Figure 1

3. Fill in as much information about your event as possible

Figure 2

a) Event Name (Required)
b) Description (Required)
c) Status (For upcoming events- Status: Live)

Figure 3

Figure 4

d) Schedule- Start Date (Required) : Enter day, date, month and year
Start time & End time
Set occurrence.

To confirm the schedule- click on the button "Add above to schedule."
Note: We can have multiple additions in the schedule to add a 2+ day long event or the same event at different times.

Figure 5

e) Fill in as much information about your event location as possible.

Figure 6

f) Include a photo of flyer or speaker(s) if applicable, this will help build interest in your event

g) Within the "Department" pulldown menu, you must select the following tags for your event to appear on the CSSH master calendar: "Master Calendar," "CSSH," and "College of Social Sciences and Humanities" (include all co-sponsoring departments/programs here as well)

Figure 7

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4. Once all information complete, select "Submit Pending Event" button to submit.

To add a PRIVATE EVENT to the CSSH master calendar:

Please email the event name, date, time, and location to the Dean's Office at **CSSHDean@northeastern.edu**. Invite-only events and important meetings that include a significant portion of the college population, such as all-day retreats for faculty and staff of large departments, are REQUIRED to be on the Master Calendar for college event planning purposes.

Please keep in mind the following details:

- Before adding your event to the University Event Calendar, please check the calendar and coordinate with co-sponsors/hosts to help ensure that duplicate events do not appear on the calendar.
- University Events requires approval before your event submission becomes public; this process takes ~2-3 business days but can vary during peak times of year.
- Once the University Events Calendar has approved your event, it may take a full business day for it to appear on the CSSH Master Calendar.