

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 CSSH 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.

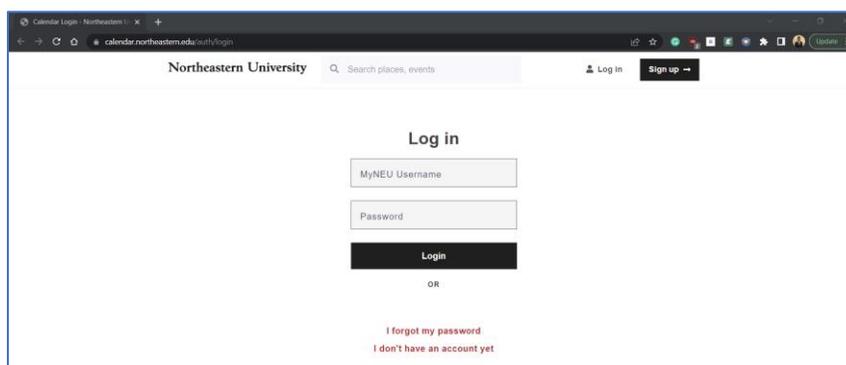


Figure 1

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

calendar.northeastern.edu/event/create

Northeastern University Search places, events Submit an event →

Northeastern University Events > Abhishek Sand's Dashboard > Add an event

Adding an event

Enter as much information as possible and select **Submit Event**.
Your event will remain pending until an Administrator has approved your submission.

Main Info

Event Name REQUIRED

DESCRIPTION REQUIRED

B I U [Rich text editor toolbar]

Status
Live

Figure 2

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

Northeastern University Events > Abhishek Sand's Dashboard > Add an event

Adding an event

Enter as much information as possible and select **Submit Event**.
Your event will remain pending until an Administrator has approved your submission.

Main Info

Event Name REQUIRED
History Graduate Student Association 15th Annual Spring Conference

DESCRIPTION REQUIRED

B I U [Rich text editor toolbar]

We will present work that engages with a range of fields, including: public history, digital history (mapping projects, etc.), social history, urban/rural history, race, gender, and sexuality history, environmental history, world history, immigration history, maritime history, business history, educational history, and labor history.

Status
Live
Canceled
Postponed
Sold Out

Figure 3

Schedule

Start Date <small>REQUIRED</small> Saturday, April 1, 2023 <small>Sat, Apr 01, 2023</small>	Start Time 8am
End Time 6:30 pm	Repeating Never

Summary
 Sat, Apr 1, 2023, 8:00am - 6:30pm

Add Above to Schedule

Location

Experience
 In-Person

Place

Room

Address

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.

Summary
 Sun, Apr 2, 2023, 8:00am - 6:30pm

Above in Schedule

Confirmed Dates

Sat, Apr 01, 2023 8:00 AM - 6:30 PM	
Sun, Apr 02, 2023 8:00 AM - 6:30 PM	

Figure 5

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

The screenshot shows a form with the following sections:

- Location**
 - Experience: In-Person
 - Location: Renaissance_Park x
 - Room: 310
 - Address: 1135 Tremont Street
- Additional Details**
 - Hashtag: DepartmentOfHistory, CSSH (with a red information icon)
 - Event Website: https://www.canva.com/design/DAF
 - Sponsoring Organization: Department of History
- Photo**

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)

The screenshot shows the following sections:

- Photo**: A dashed box containing the text "Drop here or Upload Choose from Photo Library".
- Filters**
 - Event Type: (dropdown menu)
 - Department: (dropdown menu)
 - Lecture x
 - Master Calendar x
 - CSSH x
 - College of Social Sciences and Humanities x
- Ticketing**
 - Ticket Cost: 0 (with a red information icon)
 - Ticket Link: (text input field)
- Buttons: Cancel and Submit Pending Event

Figure 7

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.