

How to Post Events on ISS/ IEW Calendar

1

Go to
<https://calendars.uark.edu/calendar>
and log in

2

Click

SUBMIT AN EVENT →

3

Basic event info to include:

- **Put IEW Event** as the first words of the description
- Who, what, when, why, where
- Sponsoring organization's full name, not just abbreviation
- Contact person and email or phone number
- Description of event
- If it has religious content, state in the body of the description
- If it is only for students, or if it is open to their families/community
- Have a simple image ready to upload for the calendar event

4

Select the following options:

Filters

Event Type ▼

Theme

This theme is REQUIRED ▼
for event to show up on website

International Education ✘

Diversity & Inclusion ✘

(If applicable)

Target Audience ▼

Department ▼

International ✘

International Students & Scholars ✘

Graduate School and International Education ✘