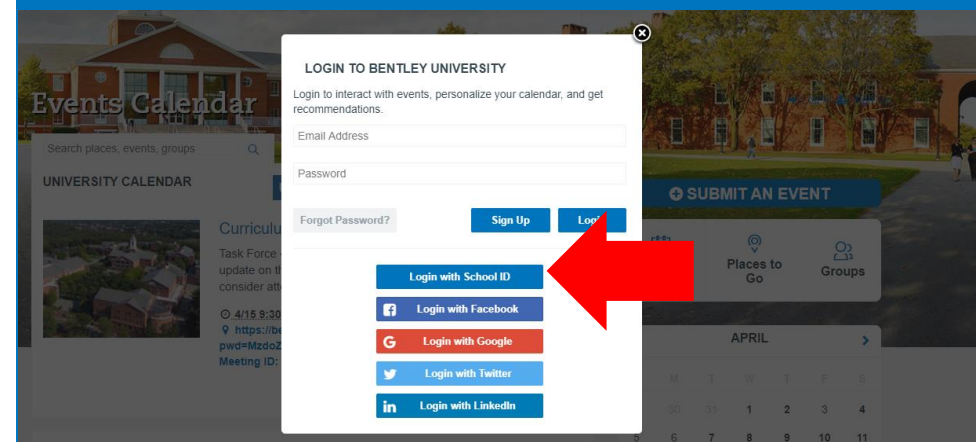# University Events Calendar

Submitting your event

University Calendar

- The University Calendar can be accessed by all faculty, staff and students to learn about upcoming events on campus. Using your Bentley login, you can create a landing page to help spread the word about your upcoming event.

- Once created, your event will be added to the public calendar at events.bentley.edu.
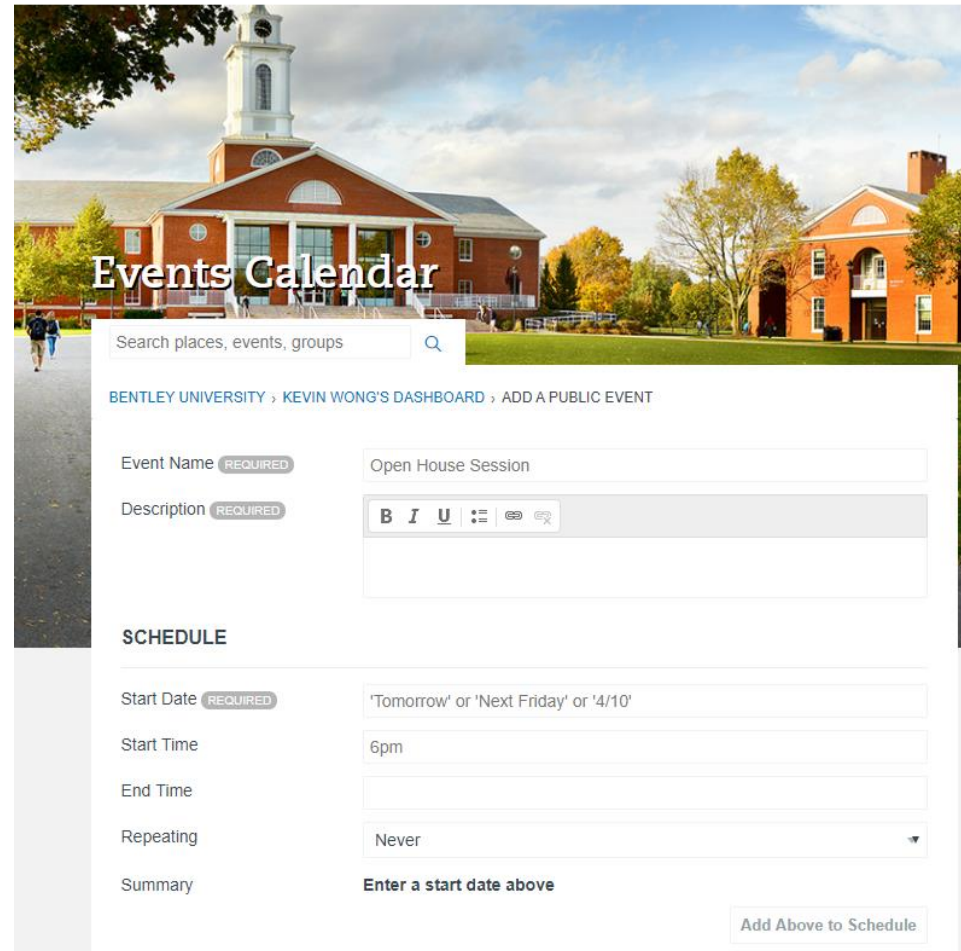
Submitting an Event

- Go to events.bentley.edu

- Click "Submit an Event"

- You'll be prompted to log in. Select "Login with School ID" and you'll be prompted to enter your Bentley username and password. That's the same login used to access your email.

Enter Event Info

- Event name

- A brief description

- Date

- Start and end times

Enter Event Info

- Event location (this can be a Zoom link for virtual events)

- Event photo (square images work best)

- Event type

- Audience

- You're done! You can enter additional information, like an event website, but that's optional. Events are generally approved within 24 hours of submission

Enter Event Info

- Once your event has been created, you can leverage it by posting to a specific page on bentley.edu.

- Want to further spotlight your event? Feature it in the Bentley Buzz by emailing a link to your event to buzz@bentley.edu.

Thank you

Have questions on submitting an event?
Email Kevin Wong at kwong@bentley.edu.