

University Events Calendar

Submitting your event

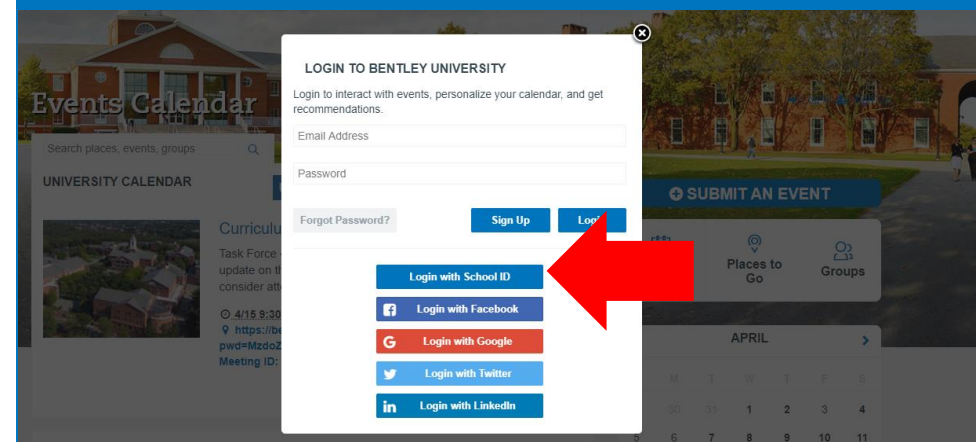


University Calendar

- 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.

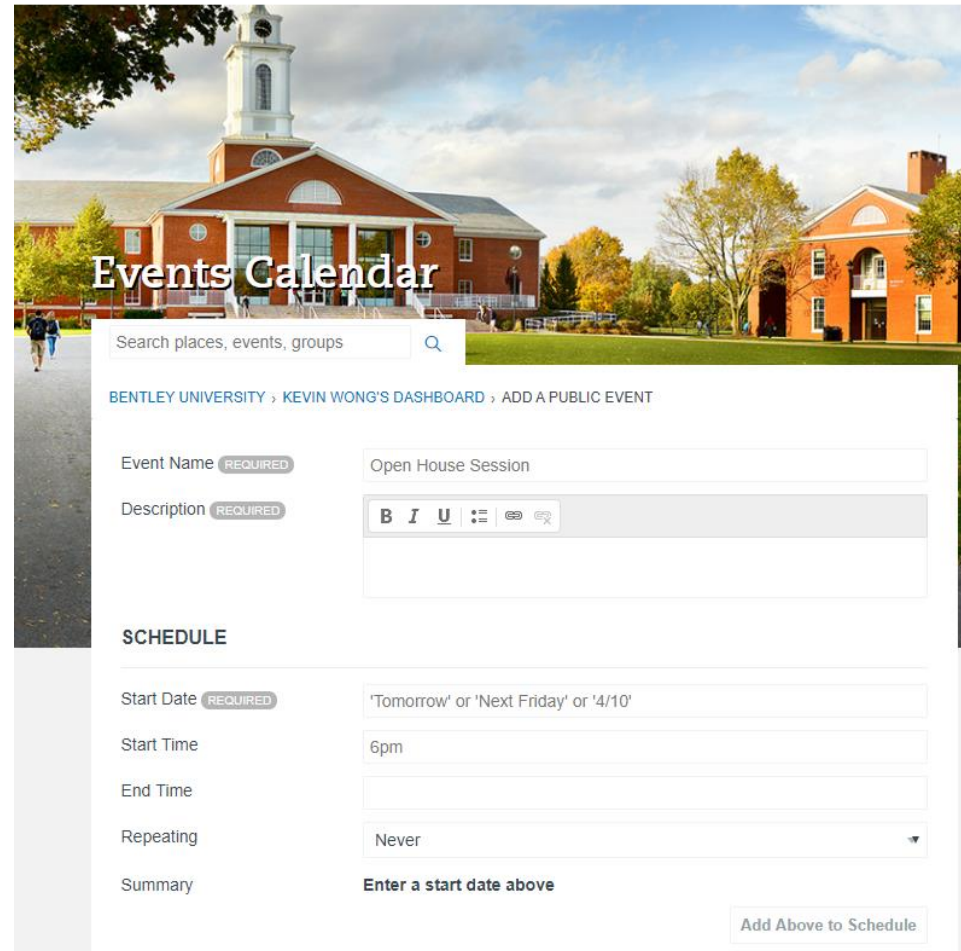
Submitting an Event

- 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



The screenshot displays the Bentley University Events Calendar interface. At the top, there is a search bar with the text "Search places, events, groups" and a magnifying glass icon. Below the search bar, the breadcrumb navigation reads "BENTLEY UNIVERSITY > KEVIN WONG'S DASHBOARD > ADD A PUBLIC EVENT". The form contains the following fields:

- Event Name** (REQUIRED): Open House Session
- Description** (REQUIRED): A rich text editor with bold (B), italic (I), underline (U), bulleted list, link, and unlink icons.
- SCHEDULE** section:
 - Start Date** (REQUIRED): 'Tomorrow' or 'Next Friday' or '4/10'
 - Start Time**: 6pm
 - End Time**: (empty field)
 - Repeating**: Never (dropdown menu)
 - Summary**: Enter a start date above

An "Add Above to Schedule" button is located at the bottom right of the form.

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

Add Above to Schedule

LOCATION

Place

Room

Address


ADDITIONAL DETAILS

Hashtag

Event Website

PHOTO

Event Photo

Drop  here or

FILTERS

Event Type

Event Audience

Group

Enter Event Info

- Once your event has been created, you can leverage it by posting to a specific page on [bentley.edu](https://www.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.

VIRTUAL EVENTS

There's still plenty happening virtually on campus. Make sure to take advantage of the online events below!

10 | Friday
Apr
3:00PM

Good Friday Service

15 | Wednesday
Apr
2:15PM

Zen Zoom
Mindfulness
Meditation

21 | Tuesday
Apr
2:00PM

Delongchamp Student
Presentations

Featured Events

[Zen Zoom Mindfulness Meditation](#)

Take a few minutes of your day to join the Spiritual Life Team in guided meditation. They'll be focusing on finding inner quiet through breath techniques and appreciating all we have to be grateful for in trying times.



[Delongchamp Student Presentations](#)

Listen to Bentley students talk about sustainability projects they pursued this past year with funds awarded through the Delongchamp Family Endowed Fund. Each year, the Delongchamp Fund provides students the opportunity to research sustainability and the triple-bottom line: people, planet and profit.



Thank you

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

