XAVIER UNIVERSITY
**OFFICE OF STUDENT INVOLVEMENT**

Promoting Your Events on OrgSync & Campus Events Calendar

Viewing the Campus Events Calendar:

The Campus Events Calendar is now the central location for all student organization events and activities as well as major activities sponsored by Xavier departments and offices. Your organization is responsible for publishing your upcoming events as far in advance as possible. The calendar is a helpful tool for student organizations to browse and see what events may be happening throughout the year and it may assist you with better planning in creating your calendar of events. By using the calendar, you can share with others your major activities and avoid conflicting activities by planning around what else is happening on campus.

To view the Campus Events Calendar, simply visit www.xavier.edu/clubs and click "Campus Events Calendar."

Xavier students can also view this calendar to check out what's happening on campus and to find events and activities they may be interested in attending.
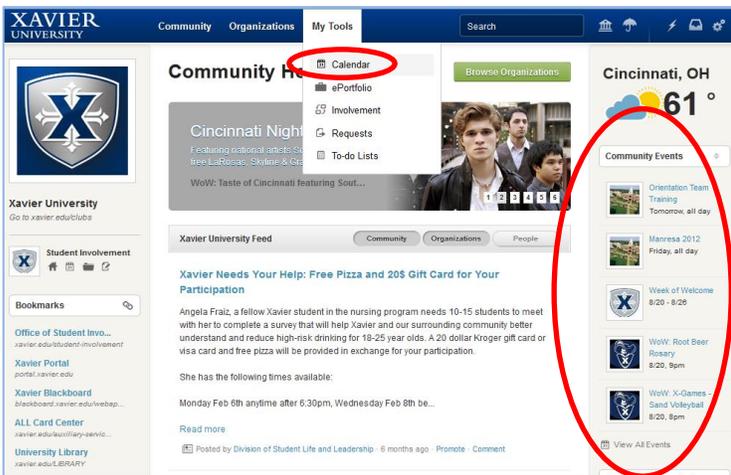
Viewing the OrgSync Community-Wide Calendar:

The OrgSync Community-Wide Calendar is the source for all of the events populated into the Xavier Campus Events Calendar. You can access a list of upcoming community events by logging into www.OrgSync.com and viewing the "Community Events" section on the *Community Home* page.

The complete calendar can be viewed by clicking on "My Tools" at the top of your OrgSync page and then selecting "Calendar" from the drop down menu.
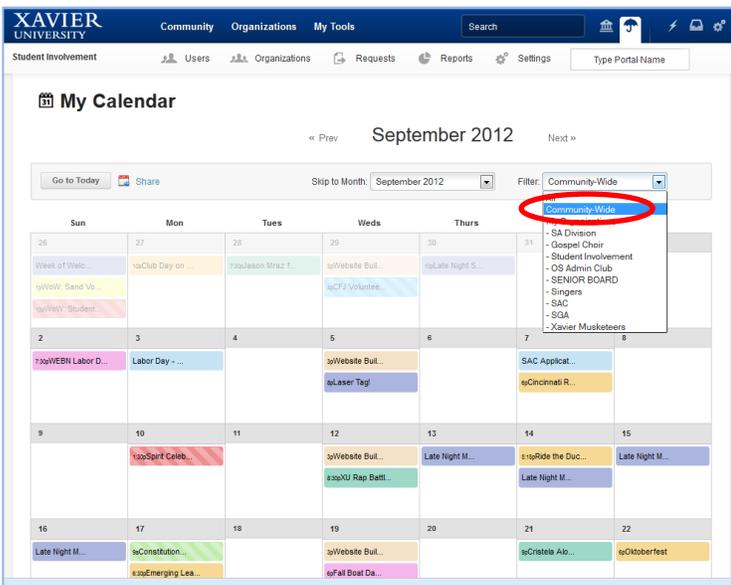
On the *My Calendar* screen, select "Community-Wide" from the "Filter" drop down menu. This will load the Community-Wide Calendar/Xavier Campus Events Calendar.

Clicking on an individual event will load event-specific details.

Clicking on a date will load a list of all events scheduled for that day.

Submitting Your Events to the Calendar:
Student Organizations, as well as Xavier Offices and Departments, can submit most of your events and activities to the Community-Wide Calendar in OrgSync.

The events you should be sure to submit are any major activities or large/annual events that your organization produces on campus. You should not submit weekly group meetings or events that do not pertain to the larger campus (such as a committee meeting or application deadline if it is not open to all students to apply). Fundraising Event calendar submissions that do not have an approved Fundraising Permit on file with the Office of Student Involvement may not be accepted. Outdoor Event calendar submissions that do not have an approved Outdoor Event Reservation with the Office of Student Involvement should complete the appropriate reservation paperwork as soon as possible. Visit www.xavier.edu/clubs and click on "Forms."

To submit your events, follow these simple steps:
1. Log on to your group's OrgSync Portal

2. Click the "Events" tab on the left toolbar

3. To submit your event, click on the "Create an Event" button.

4. Complete *Step 1: Edit Event Details* with the most updated, accurate information about your event.

   Don't forget to add a photo and in the *Description*, give any information related to cost or ticketing as well as ticket sales information, if applicable.

5. On *Step 2*: Be sure to click "Request to Share on Community Calendar" in order to submit your event to the Community-Wide/Campus Events Calendar.

6. Click "Submit" to finish your submission.

7. Once your event has been approved and added to the calendar, you will receive a confirmation email in OrgSync.