Adding events to the University events calendar

The University of Exeter events calendar is available to view on [www.exeter.ac.uk/news/events](http://www.exeter.ac.uk/news/events). To publish your event online, contact [digitalteam@exeter.ac.uk](mailto:digitalteam@exeter.ac.uk)

We have included an example event in this guide (on the next page) to assist with content and layout.

If you have access to add events to the calendar:

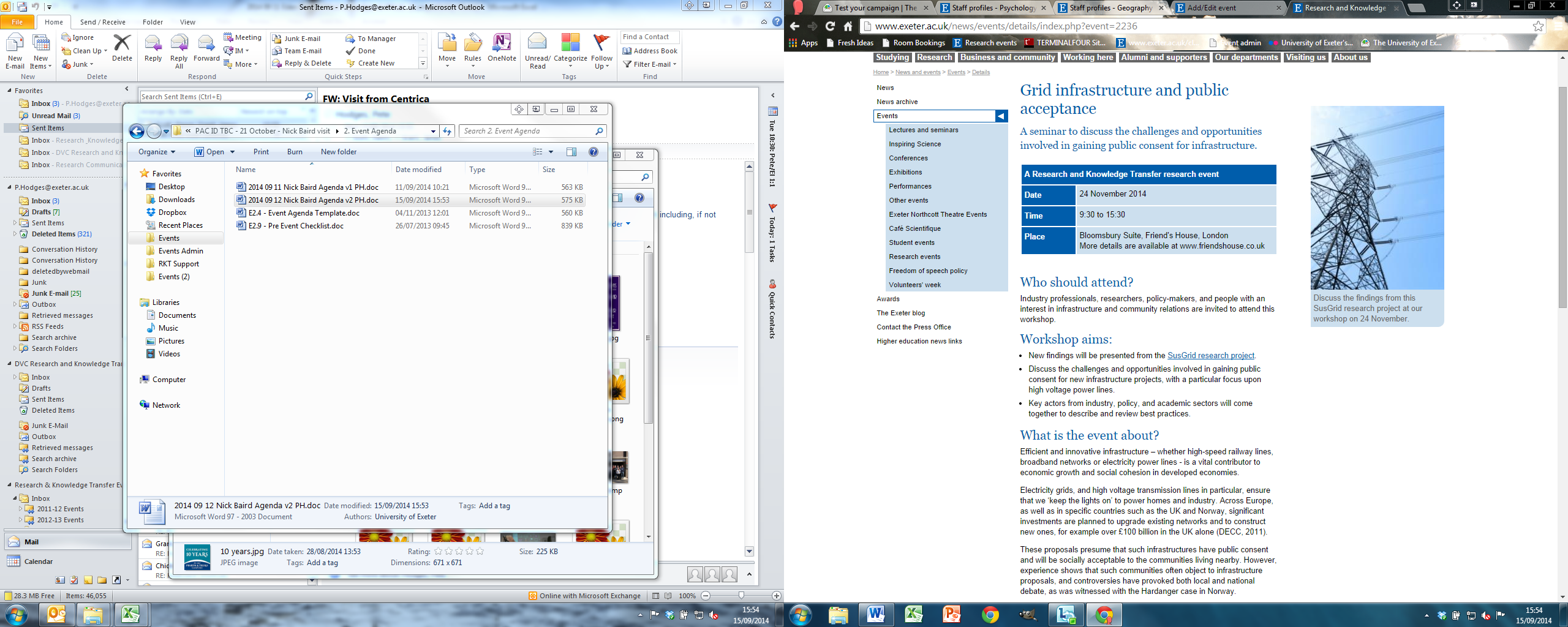
1. Visit [www.exeter.ac.uk/staff/manage](http://www.exeter.ac.uk/staff/manage).
2. Click ‘Calendar of Events / News item’
3. Find the date you wish to add an event and click ‘+’
4. Fill in the required form, using the orange question mark boxes to assist.

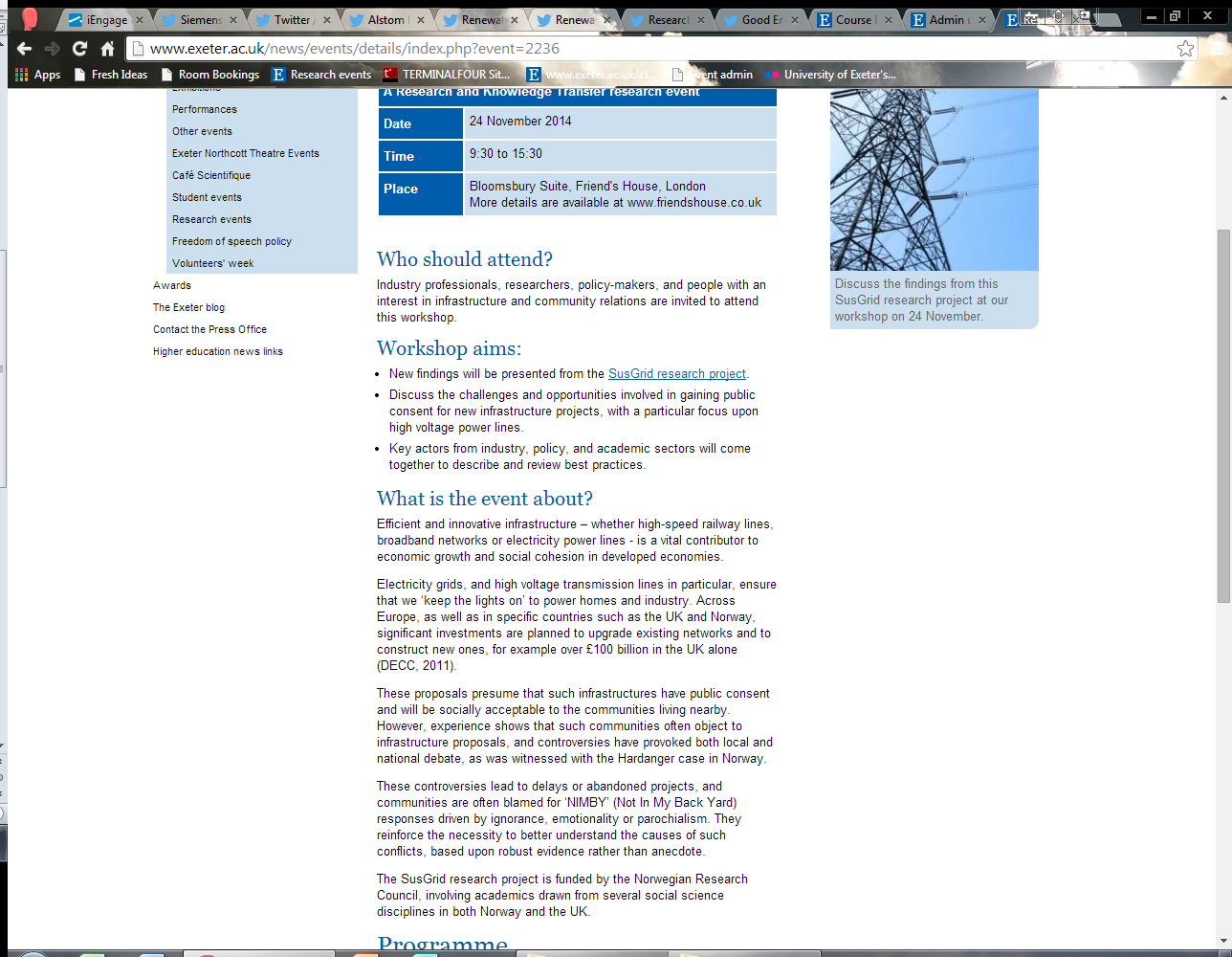
Title

One liner –

Heading 2 font

Images should be 218 pixels wide and 200-400 pixels high

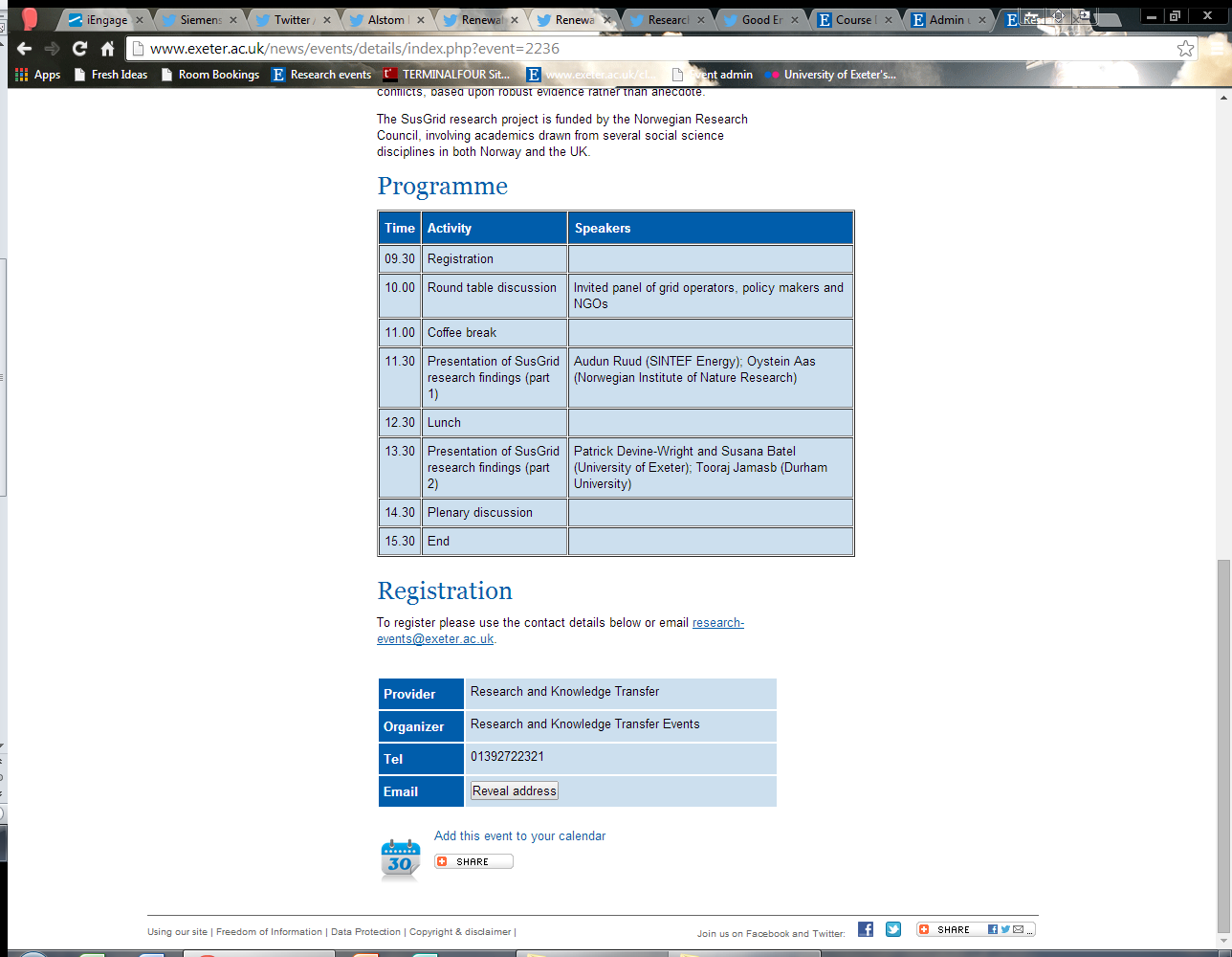




What will attendees get out of it? What are we aiming to get out of the event?

What problems are being solved? What research is being presented? Why should people care about the topic? Who funded the research?

Make sure this is accessible to a lay audience and interesting.



Include contact details and/or registration information here.

Include a schedule (even a draft) if possible.