To access LEEWARD EVENTS go to http://events.leeward.hawaii.edu

Select LOG IN on the top right and the following dialog box will pop up:

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**To use your Facebook account, select “Facebook.”**

**Preferred:** To use your hawaii.edu account, Select **School ID.**

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**School ID** produces one more dialog box… Select the blue box, **Login with School ID**

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**Why Login?**

» Make plans with your friends
» Manage your personal calendar
» Add reviews, comments and photos
» Say "I'm Going" to events and places
» Submit your own events
To Add an event:

1. Click on the Submit an Event button from the main events home page.

2. Enter the Event Name (required).

3. Enter a detailed description of the event (required).

4. Enter the start date of the event (required) – you can enter the date a variety of ways including: Tomorrow, Next Friday, or 09/23/14. This field is the actual date of the event, not the date you want the event information to be published.

5. Enter the Start Time for the event (not required but preferred so it will appear correctly on the mobile app)

6. Enter the End Time for the event (not required but preferred so it will appear correctly on the mobile app)

7. Choose Add Another Date if your event will take place more than once at the same time.

8. Enter the location of the event. Most campus locations are entered, so as you start to type your event location, suggestions will appear in a list. Please place room number in Event Place if the event is on the Pearl City Campus. Examples: GT 105, LC 102, BE 101.

9. Add the event’s website and Facebook Event Page link if there is one.

10. Upload a photo if you have one. You can upload a photo you currently have on your computer. If you choose to upload an image you already have on your desktop, please make sure you size your image to 200x150 before uploading to avoid autocropping. 180 dpi is suggested.
11. Choose the **Event Type** from the drop-down menu. *You can choose more than one event type* by returning to the drop-down menu and selecting each of the event types you want.

You will see the event types appear as blue boxes with white text as you add them.

To delete an event type from your event, just click the red x on the right side of the blue box.

12. Choose the **Department** from the drop-down menu. The Department is the college, department or other unit that the event is associated with. You can choose more than one department by returning to the drop-down menu and selecting each of the departments you want. You will see the departments appear as blue boxes with white text as you add them. To delete a department from your event, just click the red x on the right side of the blue box. If your department will be automatically pulling events from the calendar for its web page, it is important to choose the correct department so the events feed will work properly.

13. Choose the **Target Audience** from the drop-down menu. The Target audience is the audience or audiences for whom your event is most applicable. You can choose more than one Target Audience by returning to the drop-down menu and selecting each of the audiences you want. You will see the audiences appear as blue boxes with white text as you add them. To delete an audience from your event, just click the red x on the right side of the blue box.
14. If the event is free, leave Ticket Cost blank.

15. If the event has a cost, include in Ticket Cost field. If there is an online site to purchase tickets, include that link into the Ticket Link field. This will generate a “BUY TICKETS” button on your event’s calendar page.

16. If your group uses Eventbrite, contact Kathleen Cabral, kcabral@hawaii.edu. Our online calendar has a partnership with Eventbrite.

17. If you desire, you can enter a Contact Name, Phone and/or Email address where questions about the event can be directed. in the For More Info field.

18. Once all of the event information has been submitted, choose the Add Event button. Your event will be sent to the calendar administrator for approval. You will be notified by email.