# Event Management: Adding an event to the master calendar

1. Check the master calendar (includes school and IPA, CCRS, CADSR, CHAD, and DRC events): https://publish.bidenschool.udel.edu/Lists/Events/calendar.aspx
2. If desired date doesn’t conflict with other events, add new event to the master calendar.
	1. For internal events (faculty meetings, etc.):
		1. Be sure that “EventShownOnWebsite” is not selected.
		2. Category field: You do not need to choose an event category (the Categories field determines on which website(s) an event appears, and internal events do not need to appear on public-facing websites).
	2. For external events:
		1. FullHTMLComments field: Add any relevant description/content, including links to other media or registration here. You can create links through the Insert menu (top of page). Highlight the text that you wish to have as a link, click Insert->Link->From Address. Past the address of the link that you wish to create in the Address field of the box that pops up.
		2. Category field: Select “School of Public Policy & Administration” in addition to any relevant centers in the Category field. This field determines on which website(s) the event listing will appear.
		3. Be sure that “EventShownOnWebsite” is selected.
		4. Check that your listing is correct on the public-facing site here: https://www.bidenschool.udel.edu/about/events

\*\*\*Please note that this DOES NOT add your event to the UD/UDaily calendars. To do that, visit <https://events.udel.edu/> and <http://www.udel.edu/udaily/events/>