

# CAMPUS CALENDAR TIPS

## HOW DO I GET THERE

Go to: <http://calendar.agnesscott.edu/>

Login: Use network login and password

This will allow you to view selected or all calendars (8 total)

Calendars:

- Academics
- Admissions
- Alumnae Relations
- Athletics
- Conferences/Weddings
- Cultural Events
- Faculty and Staff (can only be viewed by the campus community)
- Student and Family Events

### How to submit a reservation (option available to faculty and staff only)

#### Go to My Options

- Change password
- View my requests
- My notifications
- Room request
  - **Select Room request**  
<http://emsevents.agnesscott.edu/VirtualEms/BrowseEvents.aspx>
  - You will see calendar. You have the option to Browse or Login (My Account)
    - [xxxx@agnesscott.edu](mailto:xxxx@agnesscott.edu)
    - Password: scottie10
  - Go to Reservations (submit request)

### How to submit a reservation (students)

Go to:

[http://intranet/Advancement/communications/special\\_events/Calendar/calendar\\_download/default.asp](http://intranet/Advancement/communications/special_events/Calendar/calendar_download/default.asp)

- Complete the *event request form – students* (a hard copy of form can be found at the Information Desk in the Alston Campus Center)
- Submit completed form to [emsevents@agnesscott.edu](mailto:emsevents@agnesscott.edu) or deliver to the Office of Special Events (Alston 106)
- Your event date, time and location is not confirmed until you receive a confirmation number from the Campus Calendar staff. It is important that you do not begin promotion of your event prior to that time.

## HOW TO PROMOTE YOUR EVENT

### Refer to Event Marketing and Promotional Tips document

#### Calendar Managers:

- Academics: Tanzania Nevels x6137
- Admission: Katie Mattli x6061
- Athletics: Sarah Lane x6133
- Alumnae Relations: Naylene Felt x6374
- Conferences/Weddings: Demetrice Williams x6035
- Cultural Events: Whitney Brown x6049
- Student and Family Events: Joy Griggs x6438