

How to Get Your Event Posted on Diversity Matters in 5 Easy Steps!

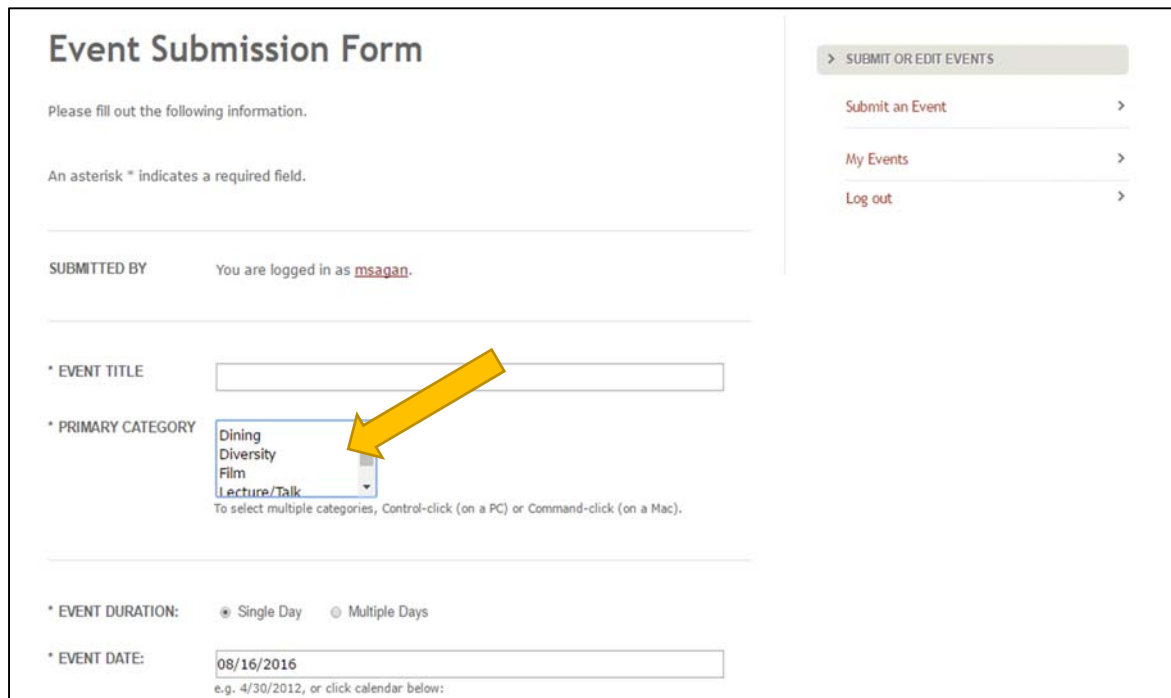
1. Go to the main UMass events calendar <http://www.umass.edu/events/>
2. On your first visit, you will have to click “Register to Submit Events” and go through a one-time registration process. For all subsequent visits, you can simply click Login and login with your UMass NetID.

The screenshot shows the homepage for the month of September 2016. On the left, there are three event listings: 'Meeting: Food Addicts in Recovery Anonymous', 'Drupal Users Group Meeting', and 'Springfield: End of the Summer Alumni Networking Social'. On the right, there is a calendar for September 2016 and a 'VIEW EVENTS BY CATEGORY' dropdown menu. Below the calendar, there is a 'SUBMIT OR EDIT EVENTS' button, which is highlighted with a yellow arrow. Underneath this button are links for 'Login' and 'Register to Submit Events'.

3. Once you are logged in, the right-hand menu will change, and you will be able to see “Submit or Edit Events.” Click Submit an Event

This screenshot is identical to the one above, but it shows the user interface after logging in. The 'SUBMIT OR EDIT EVENTS' button is now expanded, and the 'Submit an Event' link is highlighted with a yellow arrow. Other links visible in the expanded menu include 'My Events' and 'Log out'.

4. You will be brought to the Event Submission Form, where you can fill in the details for your event. Under Primary Category, be sure to select "Diversity." This is what automatically pulls the event into Diversity Matters. To select multiple categories, press control and click on a PC or command and click on a Mac.



Event Submission Form

Please fill out the following information.

An asterisk * indicates a required field.

SUBMITTED BY: You are logged in as [msagan](#).

* EVENT TITLE:

* PRIMARY CATEGORY:

- Dining
- Diversity
- Film
- Lecture/Talk

To select multiple categories, Control-click (on a PC) or Command-click (on a Mac).

* EVENT DURATION: Single Day Multiple Days

* EVENT DATE:
e.g. 4/30/2012, or click calendar below:

SUBMIT OR EDIT EVENTS

- [Submit an Event](#)
- [My Events](#)
- [Log out](#)

5. Scroll to the very bottom of the event form and click Preview to view your event, or Save to submit it.