Calendar Guide

How to Access the Calendar

Calendar URL: https://calendar.century.edu/

You can also access the calendar through www.century.edu. On the homepage, click on an event in the “News and Events” section or click on “View All” at the end of the News and Events section. The calendar can also be accessed by clicking on “College Calendar” in the footer of every page on www.century.edu.

Calendar Navigation

Basic Navigation
The calendar defaults to a month view but also includes a day and week view. Alternatively, you can click on “List All” to view all upcoming events. You can also use the search bar to search all events.

Categories
There are five categories: Admissions, Alumni, Community, Deadlines and Important Dates, and Student. The calendar homepage contains all categories. To filter the view by a specific category, use the dropdown underneath the search box. To go back to the main view, with all calendar items, choose “Main Calendar (All)” using the dropdown or “Back to homepage” at the top.

Event Types
Some categories have event types. These allow you to further filter calendar items. After selecting the event type, you may need to change the calendar view to List All to see the upcoming calendar items.
Submit a Calendar Item

Anyone can submit a calendar item to the Century College calendar. All submissions will be reviewed before they are posted to the calendar. Please allow up to 5 business days for your submission to be reviewed.

How to Submit an Event
1. Go to the main calendar page (https://calendar.century.edu/) and click on the “Submit Calendar Item” button.
2. Select the option that best describes you (“Student”, “Faculty”, “Staff”, or “Alumni or community member”)
3. If you are a faculty or staff member, choose “Event” in the dropdown. If you are a student, alumni, or community member, skip to step 4 (students, alumni, and community members do not have the option to submit deadlines and important dates).
4. Select whether you have reserved a space for your event. **Reservation numbers are required to submit an event to the calendar.** If you select “No”, the website will explain how to reserve a room, based on if you are a student, faculty member, etc.
5. Enter your reservation number in the next box. You can find this in the confirmation email from Room Requests (see screenshot below). If you have reserved a space in the Nest, use the reservation number in your confirmation email from Student Life.

6. Select whether you need marketing materials for your event. The website will explain how to request marketing materials based on if you are a student, faculty member, etc. This option is not available for alumni or community members.
7. Choose the calendar category that you would like to submit your event to. You can only submit to one category at a time. If you need to submit your event to multiple categories, fill out the form multiple times or contact marketing@century.edu for assistance.
8. Fill in your personal information (in case we need to contact you with questions about the event), title of the event, date, time, and a short description. These fields are all required. Fields not required: event location, contact information, and web URL.
9. Fill out the reCAPTCHA and click on the “Submit” button
10. The content coordinator assigned to the calendar category and/or Marketing will receive an email notification and
approve or deny your event within 5 business days. If your event is denied, you will receive an email with details. If you have questions about your event, please email marketing@century.edu.

**How to Submit a Deadline or Important Date (Faculty and Staff Only)**

1. Go to the main calendar page ([https://calendar.century.edu/](https://calendar.century.edu/)) and click on the “Submit Calendar Item” button
2. Choose “Deadline” or “Important Date” from the dropdown
3. Choose the calendar group “Deadlines and Important Dates” in the second dropdown (important: do not choose any other calendar group when submitting a deadline or important date).
4. Fill in your personal information (in case we need to contact you with questions about the calendar item), title of the deadline or important date, date, time, and short description. These fields are all required. Fields not required: event location, contact information, and web URL.
5. Fill out the reCAPTCHA and click on the “Submit” button
6. The content coordinator assigned to the calendar category and/or Marketing will receive an email notification and approve or deny your event within 5 business days. If your event is denied, you will receive an email with details. If you have questions about your event, please email marketing@century.edu.