

Events Calendar Submission Guidelines

About the UTEP Events Calendar

The UTEP Events Calendar is a comprehensive listing of events organized, hosted, sponsored or co-sponsored by the University, including departments, schools, colleges, centers and institutes, alumni organizations and officially sanctioned student organizations. The UTEP Events Calendar is managed by the University's Division of Marketing and Communications, specifically by the Department of Marketing Services.

Using the Events Calendar

Designated UTEP Events Calendar Content Coordinators

A team of designated UTEP faculty and staff members has been trained to post to the Events Calendar. These content coordinators are expected to follow the best practices and guidelines contained within this document. Any member of the UTEP faculty and staff may request to be trained on this system.

To request UTEP Events Calendar training, contact Marketing Services at utepevents@utep.edu.

Submitting events, if not a designated UTEP Events Calendar Content Coordinator

All event submissions by individuals who have not been designated as an Events Calendar Content Coordinator will be reviewed by Marketing Services prior to posting. To optimize promotion, users are encouraged to submit items two weeks prior to the event. During the review process, which will take no more than two business days, submissions will be checked for spelling, clarity and conciseness. Contact Marketing Services at utepevents@utep.edu with any questions.

Best Practices

Events **should**:

- Be sponsored by an official University office, department, center or other UTEP-sanctioned organization, whether they take place on or off campus
- Be of interest to as specific or as broad an audience as desired
- Include a time, place, and complete description
- Be placed in appropriate categories
- Include a valid @utep.edu email address to contact

Events **should not**:

- Contain or promote offensive or inappropriate content
- Use ALL-CAPS in the title or description (except for acronyms)
- Be unrelated to UTEP

The University of Texas at El Paso and the UTEP Events Calendar team reserve the right to approve, reject or edit events submitted to the UTEP Events Calendar.

Photos

Photos should be a minimum of 600px wide by 600px high. Larger photos are encouraged when available. The system will automatically rescale them to the optimal size. JPG, GIF, PNG and BMP are accepted photo file formats.

Frequently Asked Questions

How can I submit an event?

Locate the “Submit an Event” button on the right side of the UTEP Events Calendar homepage and fill out the submission form.

How long does it take for my event to be public?

Events submitted by someone other than a UTEP Events Calendar Content Coordinator will go to a queue to be reviewed by Marketing Services. To optimize promotion, users are encouraged to submit items two weeks prior to the event. During the review process, which will take no more than two business days, submissions will be checked for spelling, clarity and conciseness. If you are already trained to submit events and have been designated as a UTEP Events Calendar content coordinator, submissions are posted immediately.

After I submit an event, can I make changes later on?

Yes! Follow the guidelines below.

To edit submitted events (not yet approved):

Log in to the UTEP Events Calendar and click on the Miner “pick” icon on the top right of the page to see your submitted events. Click an event, then choose “Edit Event” from the right sidebar to make changes.

To edit approved events:

Log in to the calendar and navigate to your event using the category navigation, search bar, or by selecting the date. Click on the event, then choose “Edit Event” from the right sidebar to make changes. **Please note that the updated event will be removed from the public calendar until it is reapproved.**

My event is off campus. Can I still submit an event?

Yes, as long as it sponsored or co-sponsored by an official University office, department, center or organization.

Can I add these events to my iCal / Microsoft Outlook calendar?

Yes! Every category and event page allows you to save events to Google, iCal, Outlook, and more (look for the icon of your calendar).



[Submit an Event](#)