

1. Go to events.ucr.edu

Search places, events, groups

Username's



SUBMIT AN EVENT →

UC Riverside >

Dashboard > Add an event

2. Click the "Submit an Event" button

Adding an event

3.

Enter all relevant information and fill out as many fields as possible before selecting **Submit Event**.

Event Details

Event Name REQUIRED

Description

Be descriptive, concise, and clear in providing an overview of your event. The first paragraph may be pulled into widgets and newsletters so use that section to summarize event details; not to repeat event name, time, and location.

REQUIRED

B I U | : | ☰ | ☰

Status
Live

Schedule

Start Date REQUIRED

Start Time

End Time

Repeating
Never

Summary

Enter a start date above

ADD ABOVE TO SCHEDULE

Multiple dates can be entered. Simply enter each date and enter "Add Above to Schedule" for each date until done.

Location

Most campus locations are pre-loaded in a list and will appear as a Google map location. Start typing and select it as it appears.


Experience
In-Person

Place

Room

Address

Additional Details

Hashtag  Event Link

Contact Email

Photo (Required)

Upload an image that represents your event and stands out. Avoid fliers that are text-heavy. You can also select from a photo library that includes all major campus locations. Images should have a resolution of **940px x 557px**.

Drop here or [Upload](#) [Choose from Photo Library](#)

Filters

Multiple selections are allowed for audience. This field is required. Submissions that leave it blank will be rejected. The **"Academic Calendar"** option is for [University Relations Use ONLY](#).

Event Type Topic

Audience Athletic

Department college Group

College of Natural and Agricultural Sciences



Choose "College of Natural and Agricultural Sciences"

Ticketing

Ticket Cost 	Ticket Link
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Cancel

SUBMIT PENDING EVENT



You will receive a confirmation email once your event has been reviewed and approved. Please allow up to 48 hours.