

# Submit an event for the DAHS Events Calendar

[Click here](#) and log in with your onyen and password. You will automatically be taken to the Add Event page show below.

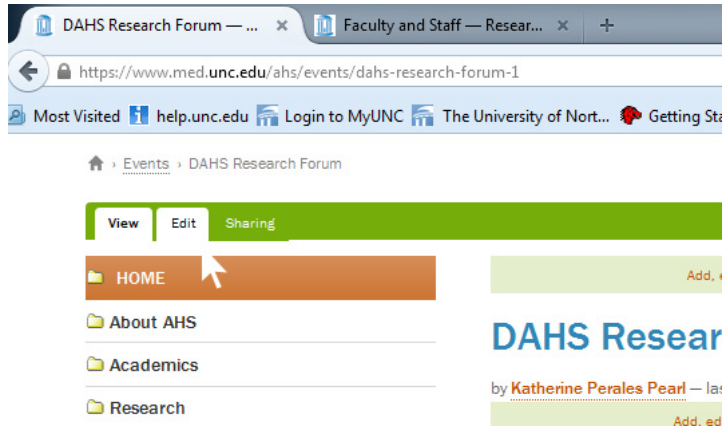
Enter the information for your event. Only Title, Start Time, and End Time are required, but Event Location, Contact Name, and Contact Email are strongly encouraged.

The screenshot shows a web browser window displaying the 'Add Event' form for the Department of Allied Health Sciences. The browser address bar shows the URL: [https://www.med.unc.edu/ahs/events/portal\\_factory/event/2014-09-15.2057933696\\_rdr](https://www.med.unc.edu/ahs/events/portal_factory/event/2014-09-15.2057933696_rdr). The page header includes the UNC School of Medicine logo and navigation links for 'About AHS', 'Academics', 'Research', 'Patient Care', 'Students', 'Faculty/Staff', 'AHEC', 'Supporting AHS', and 'Accreditation'. The main content area is titled 'Add Event' and features a breadcrumb trail: 'Default > Categorization > Dates > Creators > Settings'. The form fields are as follows:

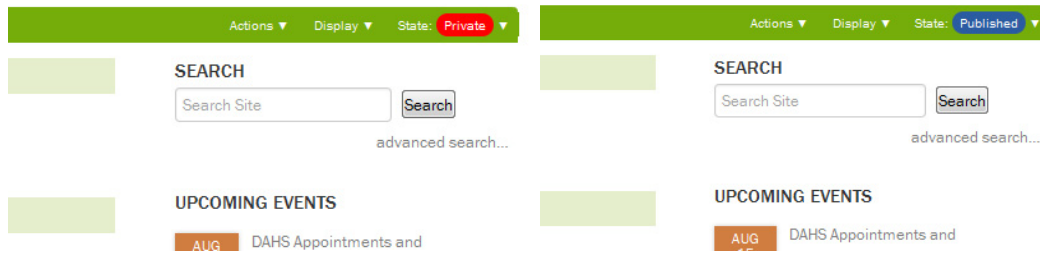
- Title:** Research Forum
- Description:** Used in item listing and search results.
- Event Location:** 321 MacFlier
- Event Starts:** 2014 / September / 24 / 11:00 AM
- Event Ends:** 2014 / September / 24 / 12:45 PM
- Event body text:** A rich text editor with a toolbar and a large text area.
- Attendees:** A text area for listing attendees.
- Event URL:** A text field for an external link.
- Contact Name:** A text field.
- Contact Email:** A text field.
- Contact Phone:** A text field.
- Change note:** A text field for describing changes.

At the bottom of the form are 'Save' and 'Cancel' buttons. On the right side of the page, there is a 'SEARCH' box and a list of 'UPCOMING EVENTS' with dates and titles.

Click Save at the bottom of the form. Review your information. If anything needs to be changed or corrected, choose Edit from the green navigation bar, and make needed changes.



Once everything is correct, go to the right side of the bar and change Private to Published.



Events submitted by faculty and staff will automatically appear on the calendar. Events submitted by students will be sent for review and should be posted within two business days.

Up to give events will appear on the list (shown below) on the DAHS homepage in chronological order, most immediate to most distant. Other events will be viewable on the calendar here <http://www.med.unc.edu/ahs/events>.

#### EVENTS

- AUG 15** DAHS Appointments and Promotions Committee Meeting  
11:30 AM - 12:30 PM — Bondurant Hall 1074
- AUG 19** Classes Begin for All Students  
08:00 AM - 08:45 PM
- SEP 3** AHS Research Advisory Committee (RAC) Meeting  
10:00 AM - 11:30 AM — 4074 Bondurant
- SEP 5** SPHS 2014 Fall Research Series  
09:00 AM - 10:00 AM — Bondurant 2020
- SEP 11** Free Faculty Photo Session  
10:00 AM - 02:00 PM — N.C. Women's Hospital Conference Room 4