

Master Calendar

1. Go to the master calendar. Make sure to login: <https://calendar.uga.edu/>
2. Scroll to the bottom right and click “Submit an Event”
3. Fill out all necessary information – MAKE SURE TO SELECT “**CURRENT STUDENTS**” in the Audience drop down in the Filters Section. ALSO MAKE SURE TO INCLUDE **WelcomeUGA** in the Hashtag Field of the Additional Details section to have your event populated to the Welcome UGA curated calendar