Once you are logged in with your Northeastern credentials, you will be able to submit an event.

To submit an Event:

- Click on the Events tab in the black menu bar.
- Click Add New.
- Enter the event title and event content. An image can be added to the text block.
• Enter event date/time and location information. Note: Be sure to change the Time Zone to “America/New York”

The Events Calendar

TIME & DATE

Start/End: 2019-07-25 8:00am to 5:00pm 2019-07-25 Time Zone: UTC+0

All Day Event

This event is from 8:00am to 5:00pm on 2019-07-25.

LOCATION

Venue:

Venue Name:
Address:
City:
Country: Select a Country:
State or Province:
Postal Code:
Phone:
Website:
Show Map: ✅
Show Map Link: ✅

• If applicable, enter the organizer’s information.

ORGANIZERS

Organizer:

Organizer Name:
Phone:
Website:
Email:

The e-mail address will be obfuscated on this site to avoid it getting harvested by spammers.

Add another organizer
• If applicable, add the event website and cost information.

**EVENT WEBSITE**

URL: example.com

**EVENT COST**

Currency Symbol: $ Before cost

Cost: $ Enter a 0 for events that are free or leave blank to hide the field.

• Attach a flyer, if applicable. Make sure to fill in the description field.

**Other Event Fields**

**Related File or Flyer**

No file selected Add File

• Click Submit for Review.