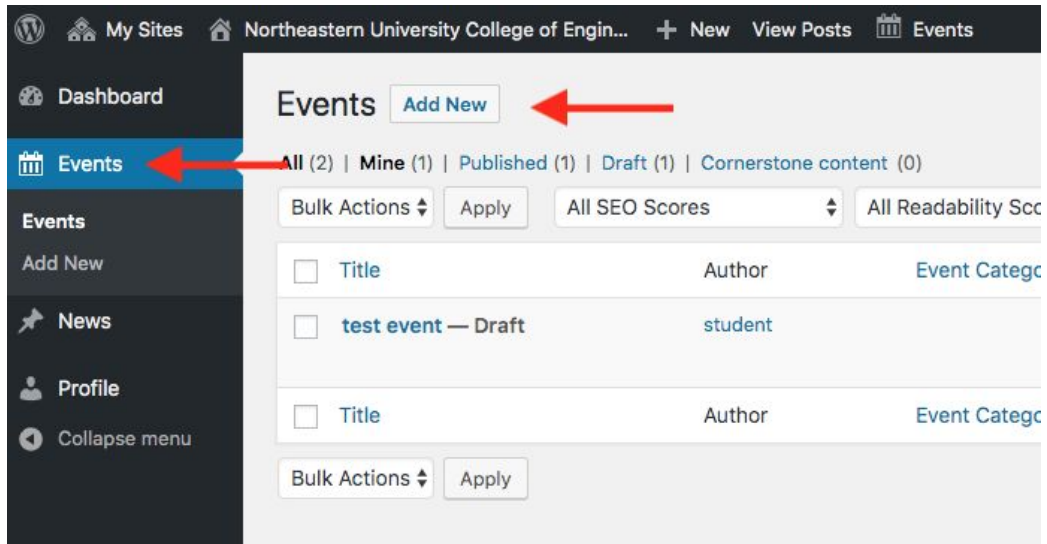


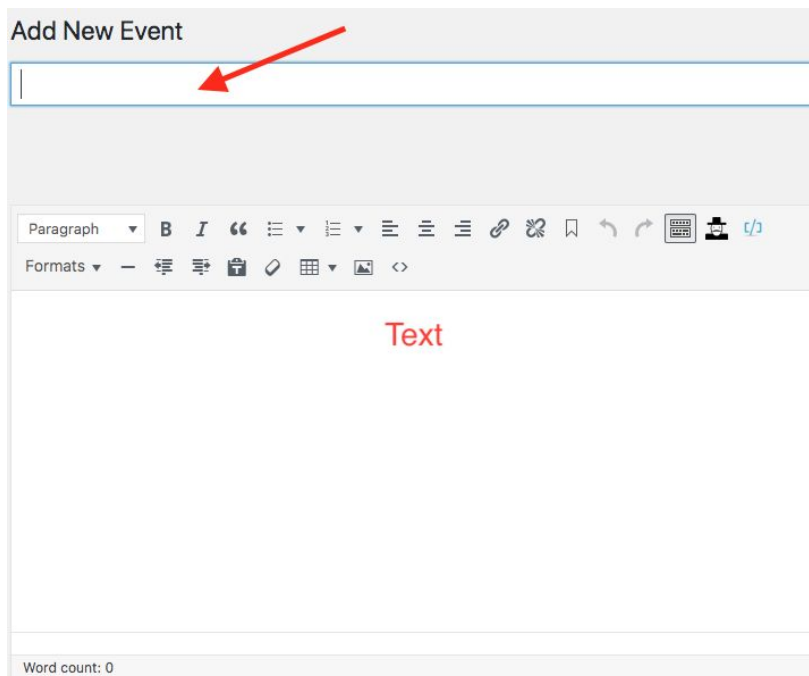
Once you are logged in with you Northeastern credentials, you will be able to submit an event.

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: to [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:

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.

- If applicable, add the event website and cost information.

EVENT WEBSITE

URL:

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

- Click Submit for Review.

Publish ▲

Save Draft

Preview

 Status: Draft

 Visibility: Public

 Readability: Needs improvement

 SEO: Not available

Submit for Review