

- Check the [FIU University Calendar of Events](https://calendar.fiu.edu) online at <https://calendar.fiu.edu>
- Scroll down to “Share Events” section on the right bottom page
- Click on “Event Submission Form”

The screenshot shows the FIU University Calendar of Events website. The page is viewed in a browser window with the URL <https://calendar.fiu.edu/>. The main content area lists several events, each with a date, time, location, and an "I'm Interested" button. The events listed are:

- Last day to submit Non-degree Application for Fall 2019 term (8/30, OneStop)
- FIU Men's Soccer vs St. Bonaventure (8/30 7pm, Miami, FL, FIU Soccer Stadium, Athletics)
- FIU Men's Soccer vs James Madison (9/1 7pm, Miami, FL, FIU Soccer Stadium, Athletics)
- Labor Day (University closed)

On the right side of the page, there is a "Events by Category" section with a dropdown menu. Below that is a calendar for August, with the 28th highlighted. Further down is a "Resources" section with links for "Frequently Asked Questions (FAQs)" and "Request Access or Report an Error". At the bottom right, there is a "Share Events" section with the following text:

Want to list an event? Use our simple [event submission form](#). It only takes a minute!

Want these events on your own site? [Build a widget](#).

A red arrow points to the "Event Submission Form" link in the "Share Events" section.

d. This is what you should see. Your name should appear on the first line like this:

Florida International University/ YOUR NAME'S DASHBOARD/ **Add a public event**

SEE BLUE ARROW

The screenshot shows a web browser window with the URL <https://calendar.fiu.edu/event/create>. The page header includes the FIU logo and navigation links: Campus Life, Arts & Culture, Academics, Athletics, Recreation & Wellness, and Community. The main heading is "Events Calendar".

The breadcrumb navigation path is: Florida International University / Zoraya Hernandez's Dashboard / **Add a public event**. A blue arrow points to this path.

The form contains the following sections:

- Event Name** (REQUIRED): A text input field.
- Description** (REQUIRED): A rich text editor with bold, italic, underline, bulleted list, numbered list, and link icons.
- Schedule**:
 - Start Date** (REQUIRED): A date picker.
 - Start Time**: A time picker.
 - End Time**: A time picker.
 - Repeating**: A dropdown menu set to "Never".
 - Summary**: A text input field with the placeholder "Enter a start date above".
 - Location**: A text input field.

On the right side, there are two informational sections:

- Adding an event**: "It's so easy! Enter as much information as you can and click 'Add Event'. We'll take care of the rest. You can make changes to any events you add until they are verified by our staff."
- Batch Event Add**: "Need to add a bunch of events at once? Contact us for instructions!"

The Windows taskbar at the bottom shows the search bar, task view, and various application icons. The system tray shows the time as 10:44 AM on 8/28/2019.

a. Under Location – type Rafael Diaz Balart on the PLACE section

The screenshot shows a web browser window with the URL <https://calendar.fiu.edu/event/create>. The page is titled "event/create" and has a navigation bar at the top with tabs for "Panthere Catering - Miami", "Calendar Login - Florida Int", "Pending Events - Florida Int", and "Zoraya Hernandez / Ad...".

The main content area is divided into several sections:

- Location:** This section contains a "Place" field with the text "Rafael" and a dropdown menu. The dropdown menu is open, showing "Use: Rafael" and "RDB - Rafael Diaz-Balart Law Building". A red arrow points to the dropdown menu.
- Additional Details:** This section contains a "Hashtag" field and an "Event Website" field.
- Photo:** This section contains an "Event Photo" field with a dashed border. Inside the border, there is a "Drop here or" label and two buttons: "Upload" and "Choose from Photo Library".
- Filters:** This section contains an "Event Type" field.

The browser's taskbar at the bottom shows the Windows logo, a search bar with the text "Type here to search", and several application icons including Outlook, Firefox, Word, and Excel. The system tray on the right shows the time "10:47 AM" and the date "8/28/2019".

F. Once your event info is all entered scroll down to 'DEPARTMENT'

The screenshot shows a web browser window with the URL <https://calendar.fiu.edu/event/create>. The browser tabs include "Panthère Catering - Miami", "Calendar Login - Florida Int", "Pending Events - Florida Int", and "Zoraya Hernandez / Ad". The page content includes a photo upload area with "Drop here or Upload Choose from Photo Library" buttons. Below this is a "Filters" section with dropdown menus for "Event Type", "Audience", "Department", and "Group". A red arrow points to the "Department" dropdown. The "Ticketing" section has input fields for "Ticket Cost" and "Ticket Link". At the bottom of the form are "Cancel" and "Add Event" buttons. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time 10:49 AM on 8/28/2019.

G. Make sure you select “College of Law”. This is the most important step. When you select the College of Law your entry will go to Zory Hernandez’s pending event folder so she can approve. Otherwise she won’t see it and it will go to the main university calendar manager.

Drop here or Upload Choose from Photo Library

Filters

Event Type

Audience

Department

Group

Ticketing

Ticket Cost ?

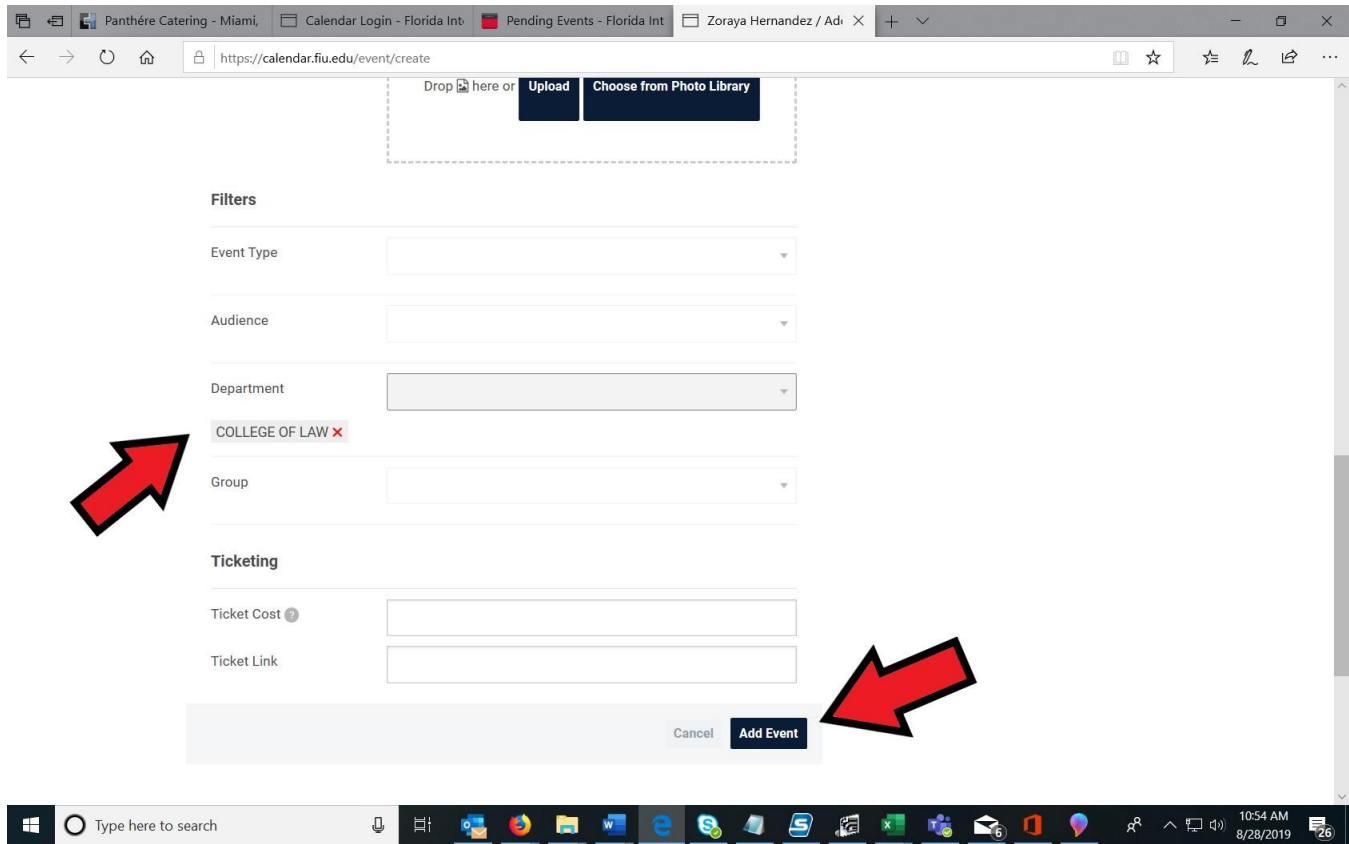
Ticket Link

- Center for Excellence in Writing
- Center for Leadership
- Center for Leadership and Service
- Center for Student Engagement
- Center for the Humanities in an Urban Environment
- Center for Women's and Gender Studies
- Chaplin School of Hospitality & Tourism Management
- Children's Creative Learning Center
- College of Arts, Sciences & Education
- College of Business
- College of Communication Architecture + The Arts
- College of Engineering & Computing
- College of Law**
- Commencement
- Continuing Education
- Counseling & Psychological Services
- Cuban Research Institute
- Department of Architecture
- Department of Art + Art History
- Department of Athletic Training
- Department of Biological Sciences
- Department of Biomedical Engineering
- Department of Chemistry and Biochemistry
- Department of Civil and Environmental Engineering
- Department of Communication
- Department of Communication Sciences & Disorders
- Department of Counseling, Recreation, and School Psychology
- Department of Earth and Environment
- Department of Educational Policy Studies
- Department of Electrical and Computer Engineering
- Department of Emergency Management

Type here to search

10:52 AM 8/28/2019

H. Your screen should look like this. Click on **Add Event** and you are done!!



H. This is what you should see once you submit your entry.

