a. Check the **FIU University Calendar of Events** online at [https://calendar.fiu.edu](https://calendar.fiu.edu)
b. Scroll down to “Share Events” section on the right bottom page
c. Click on “Event Submission Form”
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
a. Under Location – type Rafael Diaz Balart on the PLACE section
F. Once your event info is all entered scroll down to ‘DEPARTMENT’
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.
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.