



SUBMIT YOUR EVENT TO THE UO CALENDAR

To share your event with the University of Oregon community and general public, add it to the UO Events Calendar.

1. Access the calendar at calendar.uoregon.edu.
2. Click "Submit an Event" and log in with your Duck ID.
3. Fill out the submission form with as much information as you have.
4. Under "Filters," select "Lundquist College of Business" from the "Department" options. You are also encouraged to select as many of these tags for your event as you would like. These tags are used to populate calendar feeds on the Lundquist College website.

Your event will be placed in the pending queue for approval. You will receive an email once your event is approved and is live on the calendar.

All events marked "Lundquist College of Business" under the "Department" field will be included in the college's current events weekly reminder email. This weekly events email is created every Friday afternoon and scheduled for Sunday evenings at 5:00 p.m. Events in the pending queue will not be included, so make sure to submit your event by Friday morning if you would like it to be included in the email. They will also automatically show up on the Events Calendar on the business.uoregon.edu website as well as in the Events calendar on the digital display screens in the Lillis Business Complex.

QUESTIONS?

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