

Public Calendar Tips

ACCESSING THE CALENDAR:

- Click any “Calendar” button at the top of a SWOSU web page

SEARCHING:

- The default view is Date/Time for the next 14 days
- Select a single day by clicking the date on the mini-grid calendar
- Advanced search can combine search criteria
 - Date Range
 - Category, Location, Keyword(s)
 - Criteria is retained for future searches
 - To clear the search criteria, click “New Search”

SUBMITTING EVENTS:

- Click “Submit Events” at the top right of the Public Calendar window
- After completing and submitting the event, you will receive an email notification that the event was submitted for approval
- Once the event has been approved and placed on the calendar, you will receive an email notification of the approved event
- Please verify the event has been posted by viewing the Public Calendar

Private Calendar Tips

ACCESSING THE CALENDAR:

- From the “Faculty & Staff” web page, click “SWOSU Private Calendar”

RESERVING A ROOM:

- The default view is Location for the current day
- The first step in reserving a room is to make sure the room is available for the date and time you need it
 - In the “Advanced Search” area select the date range and location to see what is occurring in the room you wish to reserve
- To reserve a room, click “Submit Events”
 - The correct form will have the title of “Private Calendar-Facility Management”
- After completing and submitting the reservation request, you will receive an email notification that the room reservation was submitted for approval
- Once the reservation has been approved and placed on the calendar, you will receive an email notification of the approved reservation
- Please verify the event has been posted by viewing the Private Calendar