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
  o Date Range
  o Category, Location, Keyword(s)
  o Criteria is retained for future searches
  o 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
  o 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”
  o 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