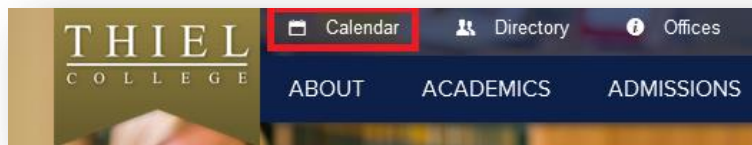
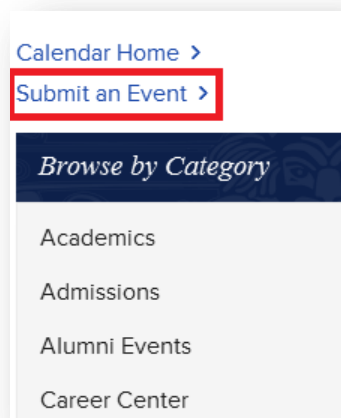


## How to Submit an event to the Thiel online Calendar:

1. Go to the Thiel Calendar of Events: <http://www.thiel.edu/calendar> or click the Calendar button at the top of any page on the Thiel website.



2. On the right side of the screen click the "Submit an Event" link.



3. On the Submit an Event page fill out all of the required information about your event. After filling out the form click the submit button at the bottom of the page to finalize the request.
4. Your event request will be emailed to the Special Events coordinator, Food Service, Public Relations and the AV Manager. If there is a problem or question you will be contacted.