The Howard University Calendar (https://calendar.howard.edu) promotes university events. The main site lets the Office of University Communications (OUC):

- create events;
- accept event submissions through a form;
- tag each event with custom categories.

**Publish Once. Display It Everywhere.**

It’s possible to create custom calendars across Howard University’s web presence. Categories drive each calendar.

**Featured Events**

Up to three featured events appear in the slideshow at the top of the page.

**Search and Filter Options**

*Search:* Enter a name or keyword to find an event.

*Filter:* Use the filters in the right column to narrow down the list of visible events.

- Click an underlined date to view events occurring on that day.
- Use **Date** to limit results by day, week or month.
  
  Or define a custom date range.
- Use **School / College** to select view events associated with Business School, College of Arts & Sciences, etc.
- Use **Audience** to select groups such as Alumni and Friends, Faculty, or Graduate Students.
- Use **Category** to select themes such as Arts & Culture, Education, or Employment.

The count above the first event updates based on the Filter. E.g., *Showing 8 of 31 events.*
Remove Filter(s)

- Click the ❌ next to the filer label to remove it.
- Click Remove All Filters to reset the calendar.

Anonymous Event Submission

Anyone can submit an event at: https://calendar.howard.edu/#/submit-event

Enter the following **required** fields:
- *Event Title and Details;*
- *Start Date and Time;*
- *End Date and Time;*
- *Venue Name;*
- *Organizer Name, Phone Number and Email Address;*
- *Category, tags that determine how events are organized; and*
- *Your Name, Email Address and Phone Number.*

Optional form elements also include:

- the ability to upload an image (up to 500kb);
- an indication that this event occurs multiple times (i.e., a recurring event);
- venue information, including an address for Google Maps;
- organizer social media links;
- event-specific websites and social media links;
- cost, including a field to add a description or pricing (e.g., “$12 Students; $16 Faculty; $20 G/A”)
- RSVP information; and
- additional categories.

OUC maintains a set of Event Submission Policies and Best Practices here:
https://calendar.howard.edu/content/calendar-guidelines