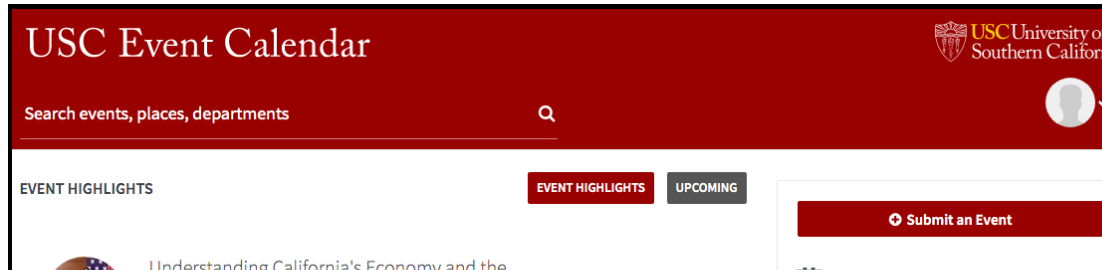


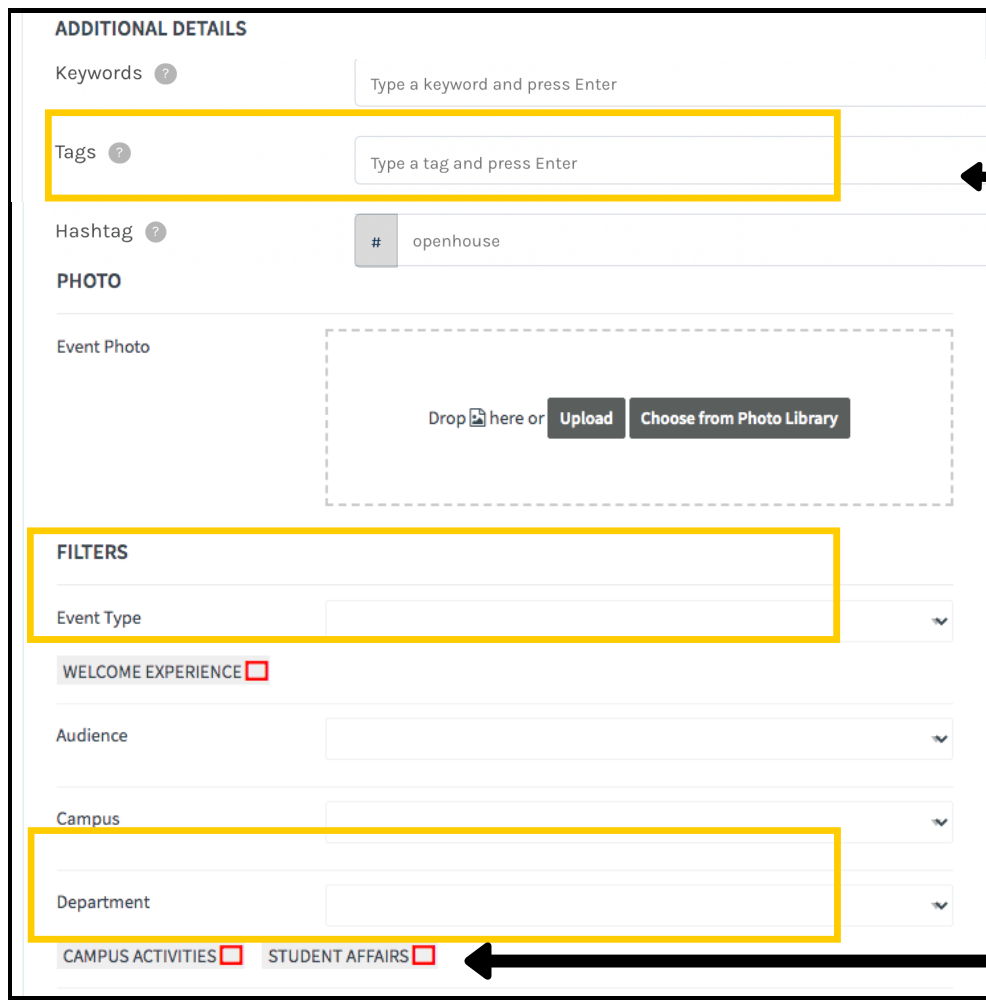
# USC Welcome Experience - Calendar How To

Calendar.usc.edu is the main USC event calendar and all departments should add their events here. Students will be directed here for a comprehensive list of events throughout the academic year, not just for the six weeks of the Welcome Experience.

Navigate to calendar.usc.edu



Find "Submit an Event" in to top right. You'll login with your USC credentials.

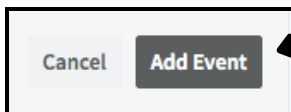


Fill out all the relevant event information as directed.

If you are a Calendar Admin  
ADD "SAWW" in the "Tags" field (not to be confused with the "Hashtag" field). If not an admin, this tag will be added on your behalf during the review process.

Under "Filters" find "Event Type"  
ADD "Welcome Experience" in addition to other Event Types relevant to your event.

Find "Department" and ADD "Student Affairs" in addition to your own department.  
Ex. "Student Affairs" and "Campus Activities" for a Campus Activities Paint Night event



Click "Add Event" to submit

You event will now appear in the USC Welcome Experience Calendar:  
[we-are.usc.edu/welcome-experience/calendar-of-events/](https://we-are.usc.edu/welcome-experience/calendar-of-events/)

