



Instructions for posting events to the Extension Public Events Calendar

Who?

Extension **agents, specialists,** and any others responsible for the coordination of Extension event programming.

What?

Any Extension event that is open to the public. Internal events and meetings with a predetermined list of attendees should not be included on this calendar.

When?

Events should be added to the calendar at least **2-3 months in advance.**

Where?

extension.uga.edu/calendar/admin/addevent.cfm

* Log in using your UGA MyID

How?

Just enter the requested information for your events.

There is an **approval process** for all events. You will be asked to select an approver for your event. All events submitted by agents should go to the appropriate PDC/PDS, and events submitted by specialists will be approved by the appropriate Program Leader. Please choose accordingly.

and... Why?

Extension events are a central feature of the UGA Extension website and are displayed in several prominent places on the site. A person interested in turfgrass, for instance, would find events like the *Turfgrass College* and *Homeowner Gardening Series* on the main calendar and on the turfgrass page. A very large number of individuals visit the Extension website looking for this kind of information, making this a good way to advertise your event.

General calendar help.....www.caes.uga.edu/intranet/coextopr/calendars

Extension event questions.....PDC, program leader, or caesweb@uga.edu