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