

# How to Post Events on ISS/ IEW Calendar

1

**Go to**  
<https://calendars.uark.edu/calendar>  
**and log in**

2

**Click**

**SUBMIT AN EVENT →**

3

## Basic event info to include:

- Who, what, when, why, where
- Sponsoring organization's full name, not just abbreviation
- Contact person and email or phone number
- Description of event
- If it has religious content, state in the body of the description
- If it is only for students, or if it is open to their families/community
- Have a simple image ready to upload for the calendar event

4

## Select the following options:

### Filters

Event Type ▼

Theme

**This theme is REQUIRED** ▼  
for event to show up on website

International Education ✕

Diversity & Inclusion ✕

(If applicable)

Target Audience ▼

Department ▼

International ✕

International Students & Scholars ✕

Graduate School and International Education ✕