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Details available at http://www.towson.edu/OTStraining Date made accessible: 6/26/2018

Submitting an Event

- Event Place – As you type in the field, a list of results will begin to populate. Select the appropriate result from the list.

- Ticket Cost – Enter the ticket price in this field. If it is a free event, leave this field blank.
- Ticket Link – This can be any URL for the event. If a price is entered in the Ticket Cost field , then the button associated with this field will say Buy Tickets . If there is nothing entered in the Ticket Cost field, this button will say Register .

Figure 10

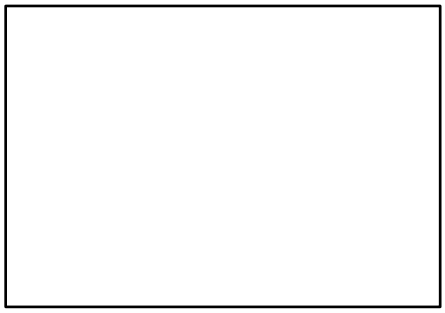

Figure 11

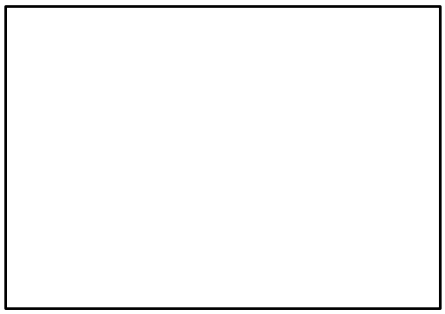

Figure 12

3. When you are ready to submit your event, press the ADD EVENT button. Your event will be pending until approval from the calendar administrator.

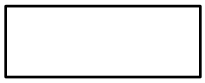

Figure 13