

# How to submit events for the CME calendar

Go to the calendar (<https://calendars.illinois.edu/list/6336>).

Click Submit Event or the blue plus sign.

**THE UNIVERSITY OF ILLINOIS**  
**COLLEGE OF MEDICINE**  
PEORIA CHICAGO ROCKFORD URBANA

## Continuing Medical Education

[CME Homepage](#) | [Submit Event](#)

All Current Events ▾ Hide Recurring

Thursday, September 5, 2019

7:00 am Family Medical Cente...

**Family & Community Medicine Grand Rounds**  
"HPV and HPV Vaccines" presented by Greg Gerstner, MD  
Lecture

You will be prompted to log in ...

Choose University of Illinois at Chicago.



### Select Your University

This service, **Web Services - Illinois.edu**, supports multiple groups associated with the University of Illinois System. Select one of the following to go to the appropriate login screen.

#### Choose from the following:

- University of Illinois at Chicago
- University of Illinois at Springfield
- University of Illinois at Urbana-Champaign

Select  Remember my choice

Need assistance? Send email to [consult@illinois.edu](mailto:consult@illinois.edu) with a description.

Enter your Net ID and password



**Note:** If you do not have a university log-in, please email [sgrys@uic.edu](mailto:sgrys@uic.edu).

### Please log in

Application requesting login: UIC Shibolet

UIC NetID  
Password

Log in

#### Forgot Password?

To reset your password, please visit the [ACCC password management page](#).

#### Security Information

The following servers are authorized to ask for your password.

Type your **title**. (A broad title, such as "Family Medicine Grand Rounds" is preferred.)

### Edit Event

#### Basic Event Information

\*Title

Enter the **date** and **time**. (Do not use the recurrence option unless you are adding a multi-day conference.)

\*Date     display date

\*Time  All Day  Display start time  Display start and end time

end time

For **sponsor**, enter your department name.

\*Sponsor

Type your **location** – all on one line. (Building, room number, address)

Location

Choose your **event type** (typically Lecture)

Event Indexing - Help people find your event

\*Event Type  ?

Ignore the **Topics** section. It is not used.

**Audience** is optional. You may choose all that apply – typically Faculty and Staff.

Audience This event is geared toward:

Public  Students  Faculty and Staff  Alumni  Parents

Urbana events in Chicago

Type the name of the presentation and the presenter in the **Summary** field *and* the **Full Description** fields. (You may add additional information in the Full Description field if you would like.)

Event Content

**Summary**  
Used on homepage and in widgets, 375 max characters.

"The Aging Spine" presented by Daniel Mulconrey, MD

**Full Description**  
Used on the event detail page.

**B I U S**   **≡ ≡ ≡ ≡**

Paragraph   System Font   12pt   **A**

**"The Aging Spine" presented by Daniel Mulconrey, MD**

Powered by **Tiny**

Enter **contact**.

Contact

Name   Email

Christina Menke   cmenke@uic.edu

Phone Number   URL

309-672-4599

The remaining fields (speaker, cost, registration) are optional.

Click Save. The event will be submitted to an administrator for approval and then published.