

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.



You will be prompted to log in ...

Choose University of Illinois at Chicago.

Enter your Net ID and password



Note: If you do not have a university log-in, please email kyerian@uic.edu.

Please log in

Application requesting login: UIC Shibboleth

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

Family & Community Medicine Grand Rounds

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

*Date

12/05/2019

to

12/05/2019



display date

Recurrence...

*Time

☐ All Day

☒ Display start time

☐ Display start and end time

7:00 am

to

7:00 am

end time

enter as text

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

*Sponsor	<input type="text" value="Department of Family and Community Medicine"/>
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Type your **location** – all on one line. (Building, room number, address)

Location	<input type="text" value="Family Medical Center, Coyner Conference Room (2nd Floor); 815 Main Street, Peoria, IL"/>
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Choose your **event type** (typically Lecture)

Event Indexing - Help people find your event	
*Event Type	<input type="text" value="Lecture"/> ?

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

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

Audience	<p>This event is geared toward:</p> <p><input type="checkbox"/> Public <input type="checkbox"/> Students <input checked="" type="checkbox"/> Faculty and Staff <input type="checkbox"/> Alumni <input type="checkbox"/> Parents</p> <p><input type="checkbox"/> Urbana events in Chicago</p>
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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.	<div>"The Aging Spine" presented by Daniel Mulconrey, MD</div>
Full Description Used on the event detail page.	<div><div><div>B I U S</div><div><div>≡ ≡ ≡ ≡</div></div></div><div>Paragraph System Font 12pt</div><div><div>≡ ≡ ≡</div><div>Link Unlink Bookmark Image Video Omega Undo Redo Fullscreen Help Code</div></div><div>"The Aging Spine" presented by Daniel Mulconrey, MD</div><div>Powered by Tiny</div></div>

Enter **contact**.

Contact	Name	Email
	<div>Christina Menke</div>	<div>cmenke@uic.edu</div>
	Phone Number	URL
	<div>309-672-4599</div>	<div></div>

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

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