Event Administrator
Calendar Access
Requesting Event Administrator Permissions

Event Administrators manage the addition of events to the Campus Events Calendar. Whether they add the events themselves or they are reviewing events submitted through the public submission form they are responsible for posting/approving events.

Event Administrator access to the Campus Events Calendar can be requested by emailing events@cuanschutz.edu.

Locating the Campus Events Calendar

Here is the direct link to the Campus Events Calendar (https://calendar.cuanschutz.edu).

Or it can be found by navigating to the campus events calendar from a CU Anschutz website and clicking the drop-down arrow next to “Quick Links” and selecting “Events Calendar”.

As of 5/2/2023
Accessing the Event Administrator Site

Log in to the Campus Events Calendar with your CU Anschutz Credentials.
Accessing the Event Administrator Site Continued

Once logged in the screen will look like this.

Click the drop-down to view the menu and select “Platform Admin.”
Accessing the Event Administrator Site Continued

The Platform Admin screen will display the Dashboard and look like this:

![Platform Admin Dashboard](image)

This concludes this guide. For instructions on adding an event, see the Event Administrator Guide for Adding an Event.