



University of Colorado
Anschutz Medical Campus

Event Administrator Calendar Access

Requesting Event Administrator Permissions

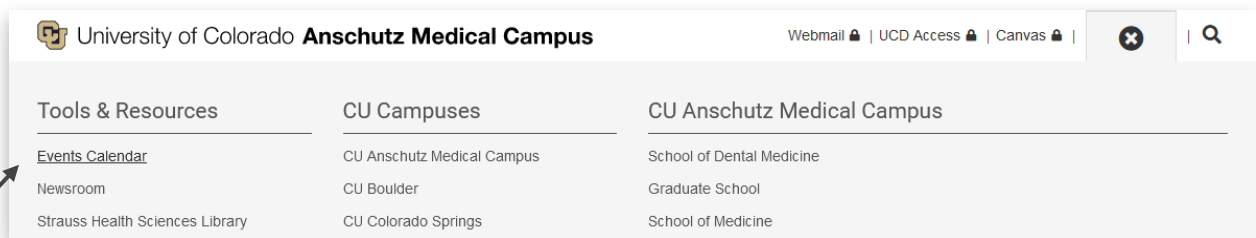
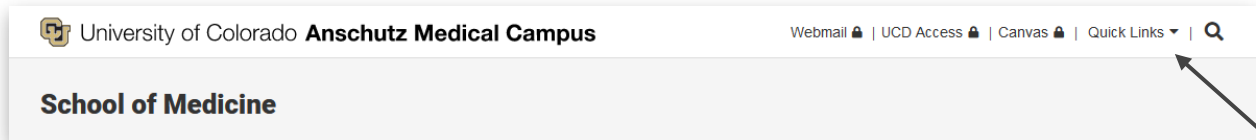
Event Administrators manage the addition of events to the Campus Events Calendar. Whether they add the events themselves or they are reviewing events submitted through the public submission form they are responsible for posting/approving events.

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

Locating the Campus Events Calendar

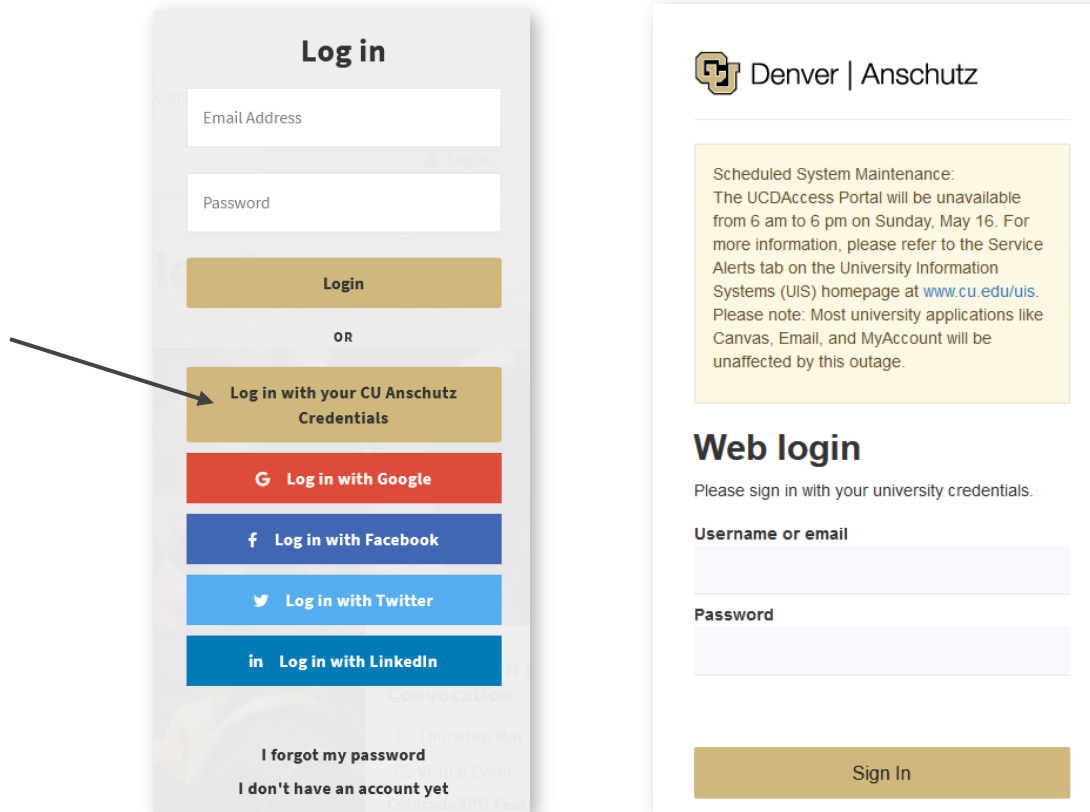
Here is the direct link to the [Campus Events Calendar \(https://calendar.cuanschutz.edu\)](https://calendar.cuanschutz.edu).

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”.



Accessing the Event Administrator Site

Log in to the Campus Events Calendar with your CU Anschutz Credentials.



Log in

Email Address

Password

Login

OR

Log in with your CU Anschutz Credentials

Log in with Google


Log in with Facebook

Log in with Twitter

Log in with LinkedIn

[I forgot my password](#)

[I don't have an account yet](#)

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Scheduled System Maintenance:
The UCDAccess Portal will be unavailable from 6 am to 6 pm on Sunday, May 16. For more information, please refer to the Service Alerts tab on the University Information Systems (UIS) homepage at www.cu.edu/uis. Please note: Most university applications like Canvas, Email, and MyAccount will be unaffected by this outage.

Web login

Please sign in with your university credentials.

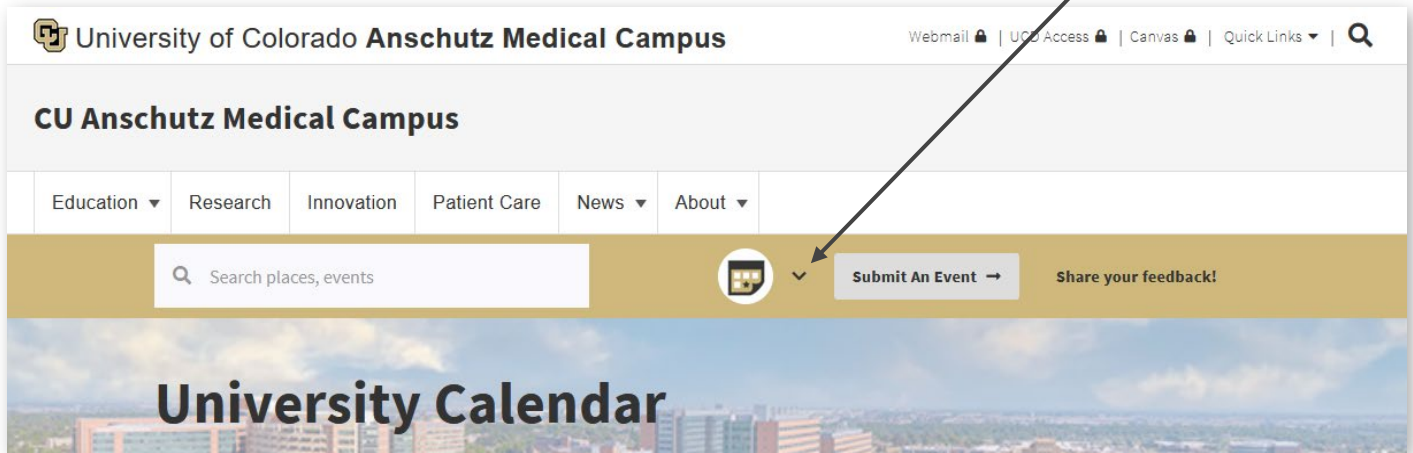
Username or email

Password

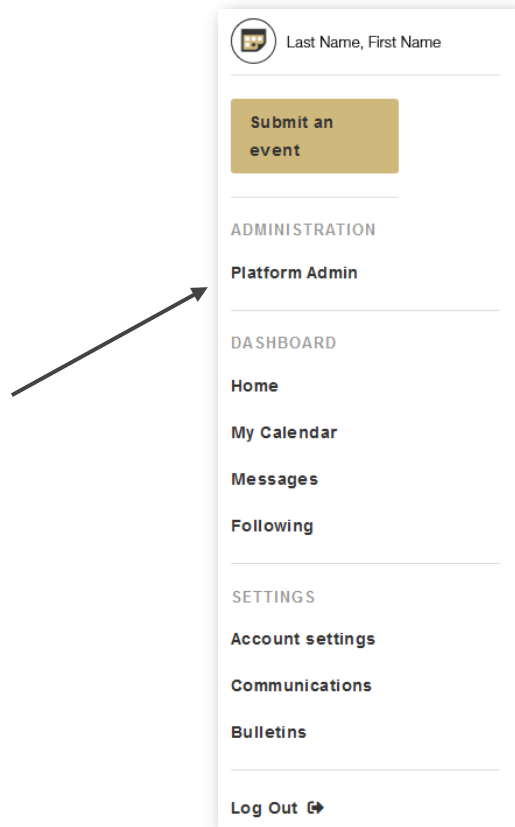
Sign In

Accessing the Event Administrator Site Continued

Once logged in the screen will look like this.

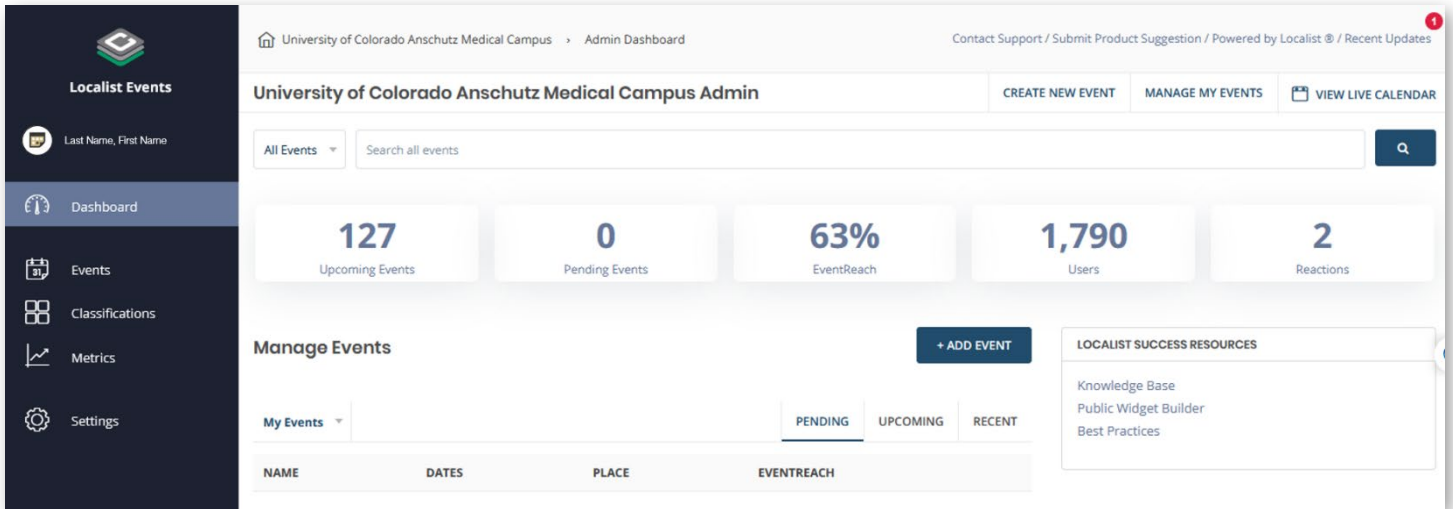


Click the drop-down to view the menu and select "Platform Admin."



Accessing the Event Administrator Site Continued

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



University of Colorado Anschutz Medical Campus Admin

127 Upcoming Events

0 Pending Events

63% EventReach

1,790 Users

2 Reactions

Manage Events

+ ADD EVENT

LOCALIST SUCCESS RESOURCES

- Knowledge Base
- Public Widget Builder
- Best Practices

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