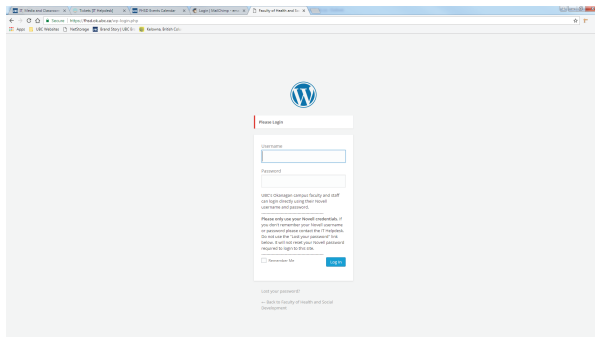


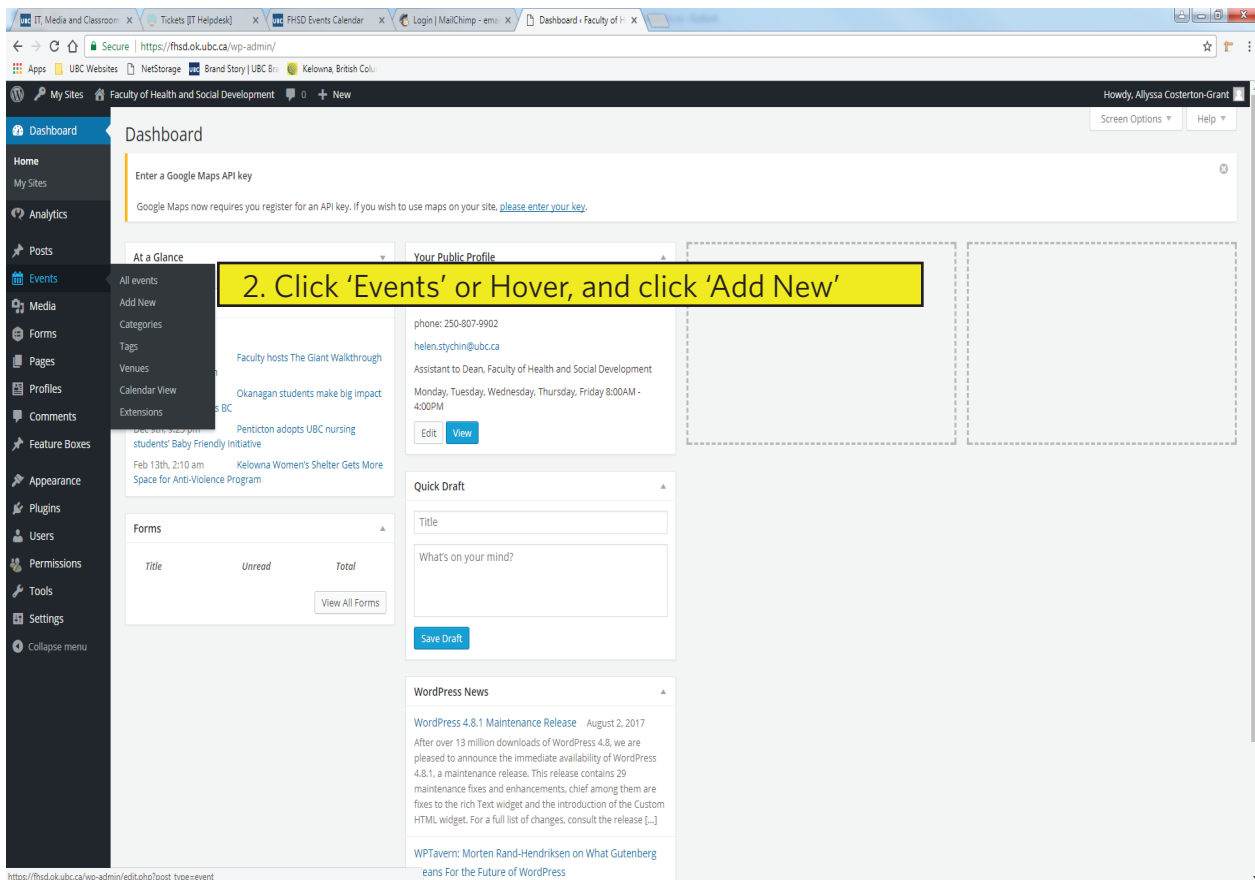
# -Faculty of Health and Social Development

## Steps to creating (or editing) an event in the FHSD Events Calendar



1. Visit [fhsd.ok.ubc.ca/login](https://fhsd.ok.ubc.ca/login) (screen pictured on left)

Enter your Novell login



2. Click 'Events' or Hover, and click 'Add New'

2a. If you clicked 'Events', now select 'Add New'

Note:  
Want to make a change to an event already uploaded? Follow these steps, then select the event from the list.

Event	Organiser	Categories	Venue	Start Date/Time	End Date/Time	Recurrence
Event titles - Draft	Alyssa Costerton-Grant	—	—	Aug. 22 2017 6:00 pm	Aug. 22 2017 7:00 pm	one time only
UBC Okanagan, School of Social Work Presents – Happiness in Canadian Social Work	Alyssa Costerton-Grant	School of Social Work	—	Jun. 15 2017 2:00 pm	Jun. 15 2017 4:00 pm	one time only
Hackers Unite!	Alyssa Costerton-Grant	ISTAND	—			
Robot Game Challenge	Alyssa Costerton-Grant	ISTAND	—			
MSc Thesis Examination – Nicholas Bray (Supervisors: Jones/Jakobi, HES)	Pauline Potocky	School of Health and Exercise Sciences	UNC 334			
Minecraft Manial	Alyssa Costerton-Grant	ISTAND	—			
Robot Dance Revolution!	Alyssa Costerton-Grant	ISTAND	—	Jul. 10 2017	Jul. 14 2017	one time only
MSc Thesis Examination – Lindsey Boulet (Supervisor: Glen Foster,	Pauline Potocky	School of Health and Exercise Sciences	UNC 334	Jul. 14 2017 9:30 am	Jul. 14 2017 9:30 am	one time only

3. Complete the form.

4. Click Publish

\*Click your school

\*Choose Time

\*Enter Venue

\*Title

\*Description of event

Event Details

Start Date/Time: 22-08-2017 6:00pm

End Date/Time: 22-08-2017 7:00pm All day

Recurrences: none

Include/Exclude occurrences: show dates

Venue:

Publish

Save Draft Live Preview

Status: Draft Edit Customize

Visibility: Public Edit

Publish Immediately Edit

Move to Trash Publish

Categories

All Categories Most Used

Dean's Office

HECOP

ISTAND

School of Health and Exercise Sciences

Internal- HES

School of Nursing

School of Social Work

+ Add New Category

Event Tags

Separate tags with commas

Choose from the most used tags