How to add a Just Living Event to the University of Iowa’s Event Calendar and justliving.uiowa.edu

1. Go to events.uiowa.edu

![EVENT CALENDAR](image)

2. Login with your HawkID and password
3. Click on the yellow button that says “Submit an Event”
   a. You will fill out all the details of your UI sponsored activity (as applicable)
   b. You can add additional websites, social media links, and more
2. To have your event appear on the Just Living Theme Semester website, tag “Just Living” under General Interest
   a. You can also tag your event with other departments and websites

![General Interest](image)

4. Optional: You can add additional notes for the approver (this will not be displayed to the public) so we know how your event connects to the Theme Semester
5. Add the event!
   a. The event will be reviewed by administrators, if we have any questions we will contact you
6. View your upcoming event on justliving.uiowa.edu, and post your event on social media using the #UIJustLiving throughout the semester