There are two calendars available to all departments, offices, and student groups to promote events: the Scripps Master Calendar and The Claremont Colleges (CUC) Calendar. Below are step-by-step instructions on how to add an event. If you have questions, please contact the Office of Communication and Marketing at (909) 621-8280.

**Adding Events to the Scripps Master Calendar and CUC Calendar**

**The Scripps Master Calendar**

No login or password needed.

1. Go to inside.scrippscollege.edu (our intranet).
2. Click on the “View all campus events” link in the Campus Events portion of the landing page.
3. Click on “Submit Event” under The Scripps College logo on the top left side of the page.
4. Complete all starred (*) sections of the “General Info” part. For the “Calendars,” pull down and select “Scripps-Campus Events.” For “Post Date,” do not change the date - it sets automatically.
5. Complete the information in the “Event Times” section. Ignore the Custom/Email/Attachment tabs on the bottom.
6. Click “Submit” on the bottom of the page.

Upon approval, events will appear on the Scripps Master Calendar and will be considered for posting on “Campus Events” on Inside Scripps and “Events” on the College website landing space.

**The Claremont Colleges Calendar**

There are two components of The Claremont Colleges Calendar: a print version which is distributed widely to the Claremont community via the Claremont Courier and other channels and an online calendar accessed through the CUC website (www.collegescalendar.org).

Events for the Claremont Colleges Calendar are entered by the Office of Communication and Marketing. To appear in the printed calendar, events must be submitted BEFORE the 9th of the month prior to the event (i.e., an event in November, needs to be submitted before October 9). Events for the online calendar can be submitted anytime.

To submit an event, send an email with the following information to taeschli@scrippscollege.edu. Required fields are in red.

- **Event Type:**
- **Event Dates:**
- **Event Series Title:**
- **Event Title:**
- Website Description (1,000 characters):
- Printed Description (200 characters):
- **Event Times:**
- **Location:**
- **Cost:**
- **Event Information Phone Number:**
- **Event Website:**