

# How to Add Your Chapter Events to the Council and OFSA Calendars

<http://www.winthrop.edu/greeklife/default.aspx?id=24686>

## Office of Fraternity and Sorority Affairs

Today ◀ ▶ September 2016 Print Week Month Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28 CPC Road	29	30 11am Alpha 11am OFSA	31 9pm Unwritt	Sep 1 11am Delta 11am OFSA 7pm Zeta Ph	2 2pm IFC Cou 4pm NPHC C 4:30pm CPC	3
4	5	6 11am IFC 10 11am Delta <a href="#">+3 more</a>	7	8 11am OSA: 11am Delta 7pm Delta S	9 2pm Res Life 2pm IFC Cou <a href="#">+4 more</a>	10
11	12 IFC Recruit 6:30pm SAE 8pm Pi Kapp	13 IFC Recruit 11am Delta <a href="#">+2 more</a>	14 IFC Recruit 9pm Order c	15 IFC Recruit 11am Delta 6:30pm Casi	16 IFC Recruit 2pm IFC Cou <a href="#">+2 more</a>	17
18	19 NHPW 11am Sigma	20 11am Sigma <a href="#">+5 more</a>	21 11am Sigma	22 11am Sigma <a href="#">+4 more</a>	23 2pm IFC Cou <a href="#">+2 more</a>	24
25 1pm New Me 7pm Xi Beta	26	27	28 8pm Preside	29	30 2pm IFC Cou 4pm NPHC C 4:30pm CPC	Oct 1

Google Calendar

It can be hard to navigate the Master Calendar to find out what is going on for Students on Campus. OFSA has a Public Google Calendar on OFSA web page. This calendar is designed to be for Chapter, Council, and OFSA events only that are open to the campus. We may add program collaborations and cultural events from time to time.

# Step 1

Open your  
Google  
Calendar and  
click on any  
where on the  
calendar  
Create Event



Event

e.g., 7pm Dinner at Pancho's

When  
Fri, August 25, 2017

Calendar  
Fraternity & Sorority Affairs

Edit event Create

17

24

8 Town & Gown Compact Signin

## Step 2:

Type in your Approved Event Information.

**Do Not** add your event if your space request has not been approved.

Make sure you select Public Visibility.

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**Town & Gown Compact Signing Ceremony**

8/24/2017 8:00am to 9:00am 8/24/2017 [Time zone](#)

All day  Repeat...

Event details [Find a time](#)

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**Where** DIGS 114  
[map](#)

**Video call** [Add video call](#)

**Calendar** Fraternity & Sorority Affairs ▼

**Description** Mandatory for chapter presidents and one additional chapter representative. Refreshments will be served. We will have guests from the City of Rock Hill, Rock Hill PD, Campus Police, the President's Office and other administrators present.

**Attachment** [Add attachment](#)

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**Event color**  |

**Notifications** Email ▼ 10 minutes ▼ ×  
Notification ▼ 10 minutes ▼ ×  
[Add a notification](#)

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**Show me as**  Available  Busy

**Visibility**  Calendar default  Public  Private

Making this event public will expose all event details to anyone who has access to this calendar, even if they can't see details of other events. [Learn more](#)

[Publish event](#)

## Step 3:

On the left hand side under guests add [wuofsa@gmail.com](mailto:wuofsa@gmail.com), to your event. To add to councils: add: [cpc@winthrop.edu](mailto:cpc@winthrop.edu), [ifc@winthrop.edu](mailto:ifc@winthrop.edu), [nphc@winthrop.edu](mailto:nphc@winthrop.edu)

Make sure you click Add and then Save to send the invitation email.


### Guests

wuofsa@gmail.com

### Guests can

- modify event
- invite others
- see guest list

**Step 4:** OFSA, and respective council receives and email invitation. Once we click on Yes. Your event has been added to the public calendar.

	<h3>Town &amp; Gown Compact Signing Ceremony</h3>	<h3>Agenda</h3>
	<a href="#">View on Google Calendar</a>	Thu Aug 24, 2017
	When Thu Aug 24, 2017 8am – 9am (EDT)	<i>No earlier events</i>
	Where DIGS 114	8am Town & Gown Compact Signing Ceremony
	Who wuofsa@gmail.com*	<i>No later events</i>
	<input type="button" value="Yes"/> <input type="button" value="Maybe"/> <input type="button" value="No"/>	

**Town & Gown Compact Signing Ceremony** [more details »](#)

Mandatory for chapter presidents and one additional chapter representative. Refreshments will be served. We will have guests from the City of Rock Hill, Rock Hill PD, Campus Police, the President's Office and other administrators present.

When Thu Aug 24, 2017 8am – 9am Eastern Time

Where DIGS 114 ([map](#))

Calendar [cpc@mailbox.winthrop.edu](mailto:cpc@mailbox.winthrop.edu)

Who

- [wuofsa@gmail.com](mailto:wuofsa@gmail.com) - organizer
- [cpc@mailbox.winthrop.edu](mailto:cpc@mailbox.winthrop.edu)

Going? **Yes** - **Maybe** - **No** [more options »](#)

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Invitation from [Google Calendar](#)

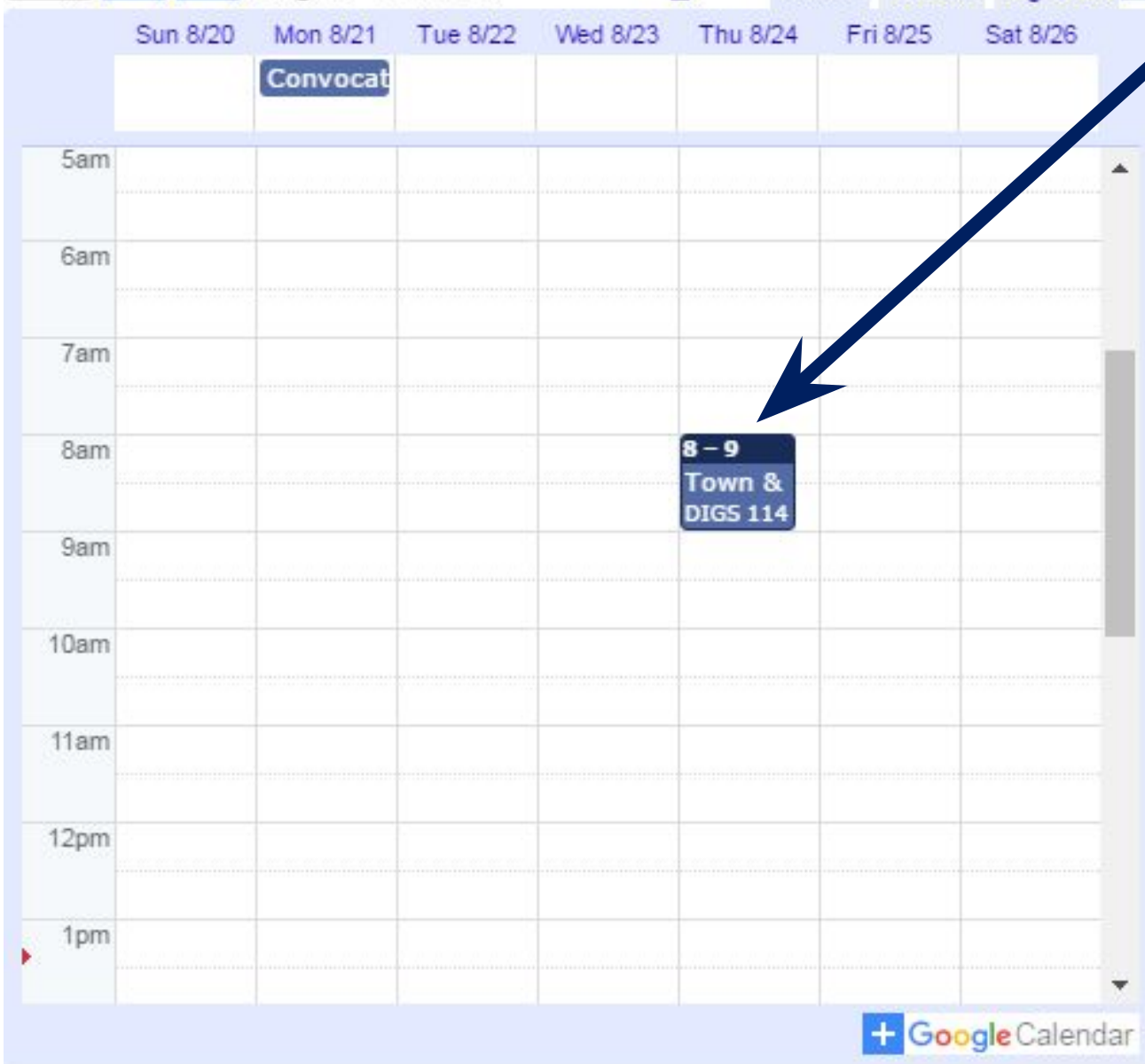
You are receiving this email at the account [cpc@mailbox.winthrop.edu](mailto:cpc@mailbox.winthrop.edu) because you are subscribed for invitations on calendar [cpc@mailbox.winthrop.edu](mailto:cpc@mailbox.winthrop.edu).

To stop receiving these emails, please log in to <https://www.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. [Learn More](#).

# Office of Fraternity and Sorority Affairs

Today ◀ ▶ Aug 20 – 26, 2017 ◻ Print Week Month Agenda ▾



Your event is now on the web and everyone can see it.

If you cancel your event. Don't forget to delete it and cancel your space request.