



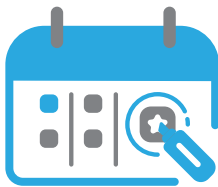
Who is eligible to submit events to the Student Activities Calendar?

Open to ALL currently registered student clubs or organizations.

How can I search for events on the Student Activities Calendar?

Either use the search bar by typing in a club name or keyword, or click on "Tags show" and select from the list of keywords.

1



Submit event to the calendar:

Please select "Student Activities"

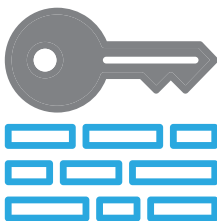
2

Event Types:

Please select "Campus Life" (which donates this is a club event) and any other type you deem appropriate.

Campus Life

3



Tags:

Tags help people find your event! Please tag your event with your club genre along with any other key words that help describe this event. See below for some examples!

• Free Event • Free Food • General Meeting

4

Optional photo for your event:

Please upload JPG, GIF, PNG, and/or PDF files (20 MB max) to better advertise your event. Including a marketing image or logo for your club will help your event to stand out!



QUESTIONS?

Please contact Student Activities at sactclubs@rice.edu



@RiceStudentCent