



UNIVERSITY of  
ST. AUGUSTINE for  
HEALTH SCIENCES

# HOW TO EDIT THE UNIVERSITY CALENDAR

The purpose of the University Calendar is to provide University of St. Augustine for Health Sciences (USAHS) employees visibility to all dates related to University key dates and operations, including cross-functional meetings and events.

## Examples of calendar entries include:

1. General Interest Meetings
  - a. Joint Department Meetings
  - b. Faculty Council Meetings
  - c. Board Meetings
  - d. Campus-wide Meetings
2. Prospective and Current Student Events
  - a. Immersion Day
  - b. Orientation
  - c. Pinning Ceremony
  - d. Commencement



3. Human Resources Key Dates and Deadlines:
  - a. Open Enrollment
  - b. Performance Management
  - c. USAHS Holidays
  - d. Wellness Employee Events and Challenges
  - e. Paydates
4. iLIFE Information:
  - a. Workshops
  - b. Events
  - c. Monthly Themes
5. Centers for Innovative Clinical Practice
  - a. Scheduling Deadlines
  - b. University-wide Simulation Events
6. Academic Administration
  - a. Course Maintenance Deadlines
  - b. Term Dates (Start, End, Midterm, Finals, etc.)

*Editors should create calendar entries using the instructions below. In order to maintain the quality of the University Calendar, it is imperative to follow these instructions carefully.*

### To create a new entry:

1. Access the University Calendar on your Outlook Desktop application or web interface. Do not email invitations to [universitycalendar@usa.edu](mailto:universitycalendar@usa.edu).
  - [Adding to Outlook on Your Windows Desktop](#)
  - [Adding the University Calendar on Outlook Web Application](#)
2. Add the event to the University Calendar using the following format:

a.	Title	Joint DPT Meeting				
	Start time	Wed 3/31/2021	9:00 AM	Central Time (US & Canac	<input type="checkbox"/> All day <input checked="" type="checkbox"/> Time zones	
b.	End time	Wed 3/31/2021	10:00 AM	Central Time (US & Canac	<a href="#">Make Recurring</a>	
c.	Location	<a href="https://meetings.ringcentral.com/j/4873944706">https://meetings.ringcentral.com/j/4873944706</a>				

- a. Add the Title using sentence case.  
Example: "Joint DPT Meeting"
- b. Add the event to your local time zone. If it is an all-day event, be sure to select the "All day event" option for duration.



- c. Add the Location.
  - i. For events that are not open to all, write “Invitees Only.”
  - ii. For events that are open to all, add the meeting link.
  - iii. For dates or events that do not have a specific location, leave blank.
- d. In the Notes, use the following format to provide additional information:

Event Open To: XXXXX

Details: XXXXX

Organizer: XXXX

Please email questions about this event to the organizer.

Please email suggestions for **new calendar entries** to [universitycalendar@usa.edu](mailto:universitycalendar@usa.edu).

**Example for a Closed Meeting:**

Open To: All DPT Faculty and guests by invitation only

Details: This is the regularly scheduled DPT faculty meeting

Organizer: Jane Doe

Please email questions about this event to the organizer.

Please email suggestions for new calendar entries to [universitycalendar@usa.edu](mailto:universitycalendar@usa.edu).

**Example for an Open Meeting or Event:**

Open To: All Faculty and Staff

Details: This is a Virtual Simulation Event open to all faculty and staff for observation only.

Organizer: Jane Doe

Please email questions about this event to the organizer.

Please email suggestions for new calendar entries to [universitycalendar@usa.edu](mailto:universitycalendar@usa.edu).

**Example for a Date/Deadline:**

Open To: All employees

Details: Holiday, University Campuses are closed

Organizer: Jane Doe

Please email questions about this event to the organizer.

Please email suggestions for new calendar entries to [universitycalendar@usa.edu](mailto:universitycalendar@usa.edu).

***Where appropriate, feel free to add additional details or supporting information, keeping in mind that calendar entries are not regularly monitored or proofread. As an Editor, you are entrusted with ensuring that entries follow the required format and represent the same quality and accuracy you would use for any University-wide communications.***