

Attention All Event Organizers:

Announcing a New Feature for Planning Events at USD

Each year in April, the USD community develops requests for space on campus for the upcoming academic year. In the past, Campus Scheduling sent out a copy of “Dates to Remember” that listed major events and holidays. This year we are introducing a new tool to make your planning easier.

The Online Events calendar (<http://www.sandiego.edu/usdcal>) is an all-inclusive listing of events. The calendar can be filtered by day, week or month, as well as by interest group. The calendar also can help planners by listing all major campus events, holidays and holy days under the filter: “Dates to Remember.”

As your area makes plans for the 2008-2009 academic year, please consult this calendar feature by following these easy steps:

1. After opening the Online Events calendar, click on the “Dates to remember” filter in the bottom right-hand corner.
2. Change the calendar from the “Day” view to the “Month” view by clicking on “Month” in the box on the right side of the page.
3. Check the date of your proposed event. You can roll the cursor over any of the listed “dates to remember” for more details, such as which religion may celebrate the holy day, which groups observe the holiday or what is happening on campus.
4. Evaluate how your proposed event may impact or be impacted by the events listed. Be aware that parking, catering and facilities could be affected by any of the major campus events.

Thank you for your help in our efforts to be good stewards of our resources and to use our campus spaces more effectively through communication, planning and cooperation.