Tutorial of how to submit your events to FSC/Greek Life

Step 1: Send your Gmail Email address to (fsc@ucmerced.edu) so we can add your email to the approved list. So the email be able to add/edit events for your organization (you can send multiple Gmail address, example: social chair, philanthropy chair... can each have there own)

Step 2: Once FSC@ucmerced.edu sends you a confirmation that your email has been added, continue to the next steps

Step 3: Go to http://gmail.com as shown in the figure below
Step 4: Type in your username and password and click “Sign in” as shown in the figure below.

Step 5: It will take you to the Gmail homepage, as shown in the figure below.
Step 6: Click on “Calendar” as shown in the figure below

Step 7: It will take you to the page below
Step 8: Click on “Other Calendar” and you will see a Calendar with your organizations name, in this case “FSC”. This calendar is where you can add your organizations events.

Step 9: Click on “Other Calendar” and you will see a Calendar
Step 10: Click on the calendar to create an event. Make sure you choose the right calendar to add the event to.

Step 11: Once you have entered the event, click the “Create Event” button.
Step 12: Now click “Edit event >>”

Step 13: It brings you to a detail edit for the event. Fill out all the information to the best of your ability. You can even make it a repeat event. However, do not change the event color because every organization has their own color. Click Save when you are finished!