

# Submitting an Event in CampusGroups (Officers Only)

Last Modified on 05/08/2024 5:29 pm EDT

Instructions on how to submit events in the CampusGroups calendar for club/group officers.

## Before You Start

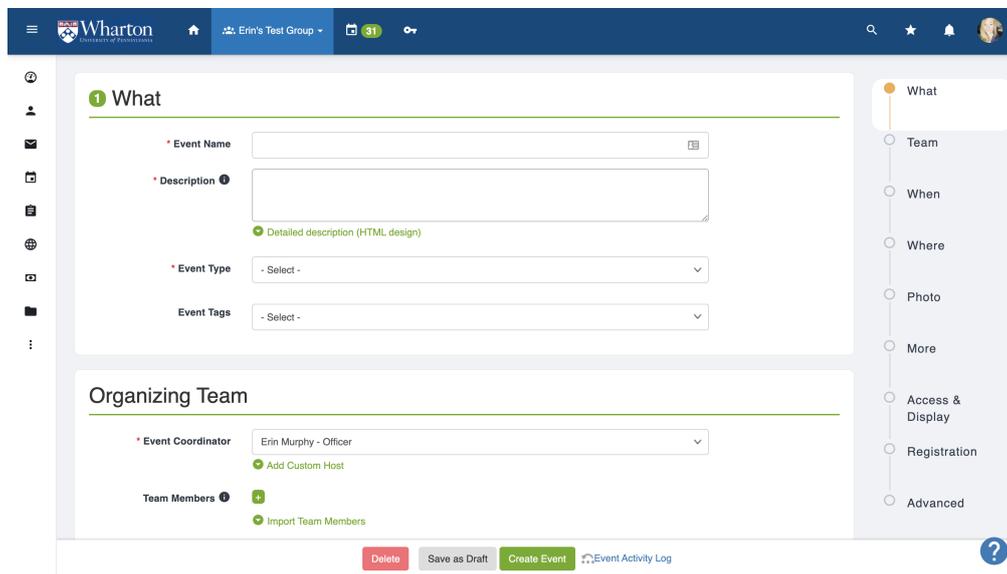
You will need the following before you can complete this task:

- Your PennKey and password to log into [groups.wharton.upenn.edu](https://groups.wharton.upenn.edu)
- You need to be an officer of a club

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## Submitting an Event in CampusGroups



The screenshot shows the Wharton CampusGroups interface for creating an event. The top navigation bar includes the Wharton logo, a home icon, a dropdown menu for 'Erin's Test Group', a calendar icon with '31', and a search icon. The main content area is divided into two sections: 'What' and 'Organizing Team'. The 'What' section contains fields for 'Event Name', 'Description' (with a 'Detailed description (HTML design)' option), 'Event Type', and 'Event Tags'. The 'Organizing Team' section includes an 'Event Coordinator' dropdown (currently showing 'Erin Murphy - Officer'), an 'Add Custom Host' link, and 'Team Members' with an 'Import Team Members' link. A right-hand sidebar lists various options: What, Team, When, Where, Photo, More, Access & Display, Registration, and Advanced. At the bottom of the form, there are buttons for 'Delete', 'Save as Draft', 'Create Event', and 'Event Activity Log'.

1. **Log in to [groups.wharton.upenn.edu](https://groups.wharton.upenn.edu)** and **select the group** for which you're creating events. Once inside your group's dashboard, **click Events**.

**Note:** You must be an officer to submit events.

2. Fill out the **Event Name**, **Description**, and **Event Type**. Choose appropriate **Event Tags** – if your event is for all undergraduates, choose **Open to all UGR Students**; if your event is specific to first years, choose **For New UGR Students**.

3. Select your **Date/Time** and include your **video conferencing link**. **Photo/Flyer** and **More Details** are optional.
4. **Set your Access & Display Options.**
  - **Everyone:** events open to all students
  - **The Wharton School CampusGroups users:** open only to Wharton students
  - **Some The Wharton School users:** allows you to restrict access to certain graduating classes, and you can also restrict access to **group members only**. If you restrict registration access, be sure to restrict display access to **just the people who are allowed to register**.
5. Choose your **Registration Options** or provide a link to external registration and **click Create Event**. Your event will now display in the CampusGroups calendar based on your display options.

## Submitting an Event in CampusGroups (Instructional Video)

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## Questions?

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For questions about your CampusGroups account:

- Contact: [computing.wharton.upenn.edu](https://computing.wharton.upenn.edu)
- Email: [support@wharton.upenn.edu](mailto:support@wharton.upenn.edu)

If you experience an error in the CampusGroups website:

- Contact: <https://help.campusgroups.com/en/>
  - Email: [support@campusgroups.com](mailto:support@campusgroups.com)
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