Guide to Adding Events to the GGC Calendar Using 25Live

The first step to getting your event on either the public or internal GGC calendar is to answer "Yes" to the question "Do you want to advertise your event on a GGC calendar?". If you do not answer yes to this question, the request does not get sent to Digital Communications.

* Do you want to advertise your event on a GGC calendar? No

Yes

Once you answer "Yes", more questions will expand underneath the initial question.

Additional Questions		
* Do you want to advertise your event on a GGC calendar? No Yes		
* (Internal) my.ggc.edu	No Yes	
* (Public) www.ggc.edu	No Yes	
 * Is your event being streamed? If yes, please indicate what type of event this is. No Yes 		
* Do you want to add a flyer image? No Yes		

You must select "Yes" to at least one of the calendar options for either "(Internal) my.ggc.edu" or "(Public) www.ggc.edu". You may select "Yes" to both questions but selecting "No" for both questions will stop your event from making it to a calendar.

* Do you want to advertise your even	nt on a GGC calendar?	No Yes
* (Internal) my.ggc.edu	No Yes	
* (Public) www.ggc.edu	No Yes	

If your event is being streamed, please answer "Yes" to the question "Is your event being streamed?" and then indicate if the event is "Hybrid" or "Online Only" and then provide the link to stream your event. The provided link will be attached to the event on the calendar.

*	Is your event being	streamed? If yes,	please indicate what type of event this is.	

No Yes	
* Hybrid	No Yes
* Online Only	No Yes
* Please provide the streaming link	for your event. Teams Link

If you have a flyer for your event that you want attached to the calendar, please answer "Yes" to the question "Do you want to add a flyer image?". To attach your flyer image, click on the "Add" button in the "Detail image" section and add a description of the image for accessibility in the event that an image can't load.

* Do you want to add a flyer image?	No 🦳	Yes	
* Detail Image	https://2	5live.collegenet.com/	Preview
	Add		
* Please give a text description of you	ur image	RCE Flyer	

Clicking on "Add" in the "Detail Image" section will produce a pop-up where you can add the image. The system will take any image format such as a .png, .jpg, or a, .gif. If you have your flyer stored as a PDF please take a screenshot of the image and save it in an image file format.

Image Upload	ж. — ж. — Х
Select Upload	Preview
Image Name:	Sustainable Development Research Seminar
RCE Flyer	Urban Ecologies, and
Image Description (optional):	Livelihood Vulnerabilities in Bangkok, Thailand"
	the second
Image Type:	r riss, Kenvars 14, 32an-0.35an
Photograph 🗸	Gregory Gullette Register Prata er de Kongenen, bere:
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Note: a light gray background is used behind your im	age to display any transparent text or designs. It is not part of the image that will be uploaded.
	Upload

Once you have answered all of the questions and submitted your event request, your event will be processed for approval and on event confirmation the event will be routed to Digital Communications for calendar approval.

Additional Questions	
* Do you want to advertise your even	it on a GGC calendar? No Yes
* (Internal) my.ggc.edu	No Yes
* (Public) www.ggc.edu	No Yes
* Is your event being streamed? If yes, please indicate what type of event this is.	
No Yes	
* Hybrid	No Yes
* Online Only	No Yes
* Please provide the streaming link for your event. Teams Link	
* Do you want to add a flyer image?	No Yes
* Detail Image	https://25live.collegenet.com/ Preview
	Add
* Please give a text description of yo	ur image RCE Flyer