

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.

Additional Questions

* 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 event 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.

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

[Add](#)

* Please give a text description of your image

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 ✕

Select Upload

Image Name:

Image Description (optional):

Image Type:

Preview



Note: a light gray background is used behind your image to display any transparent text or designs. It is not part of the image that will be uploaded.

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 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

* Hybrid No Yes

* Online Only No Yes

* Please provide the streaming link for your event.

* Do you want to add a flyer image? No Yes

* Detail Image

[Add](#)

* Please give a text description of your image