# How to add an event to the SEER center calendar

We welcome SEER members to add events relevant to undergraduate STEM education research to the calendar. For example, if you invite an education researcher to your departmental seminar, you can post the event here to notify other SEER members.

**Instructions**

1. Go to this website: https://calendar.uga.edu/
2. Select Sign in in the upper right. Use MyID. Only UGA-affiliated folks can add to the calendar.
3. Select “Submit an event” in upper right.
4. Enter relevant details.
5. Under Filters, select the down arrow in the box labeled Group.
6. Type “Scientist” and “Scientists Engaged in Education Research (SEER) Center” will come up. Select it.
    a. Events labeled with only SEER will only show up on the calendar on the SEER website. If you select a department or other filter, the event may also show up on other calendars. Keep in mind that the UGA calendar is open to the public.
7. At the bottom, select “Submit Pending Event”
8. Within 1-2 days, it should show up on the SEER website.
9. Get additional help here: https://calendar.uga.edu/help/about