

Submit or Delete Calendar Events

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MBA students and Staff can submit and delete events in the MyWharton calendar.

Before You Start

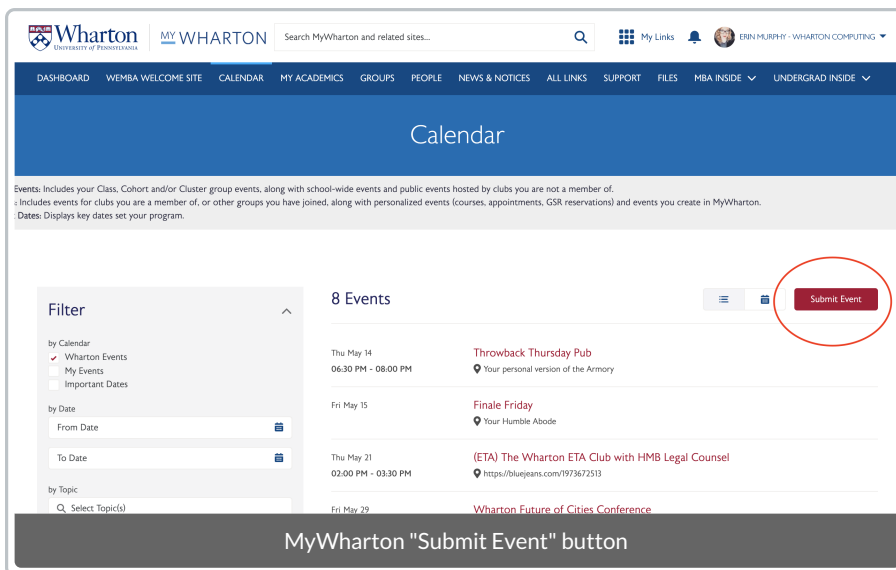
To submit and manage events in the MyWharton calendar, you'll need:

- to be an MBA student or a staff member
- to have a MyWharton Community account to access the interface (All current students have access automatically; new students will be notified when their account is active.)

If you cannot log in, contact: mywharton-support@wharton.upenn.edu.

Submit or Delete Calendar Events

1. Log in to MyWharton (<https://mywharton.wharton.upenn.edu/s/>).
2. Navigate to the **Calendar** tab from the main navigation menu.
3. Select the **Submit Event** button.



MyWharton "Submit Event" button

4. Choose one of the four options in the Read More section that fits your event planning needs. Getting speaker approval and requesting space will take you to external Wharton sites outside of MyWharton. Remember to come back and post your event after you have your speaker and space reserved.
5. Complete the fields for the event. Asterisks (*) indicate a required field:
6. Click **Save**. If you are the event creator, you should see an **Edit Event** button so that you can make additional changes after saving.

Upload a Featured Photo
 Featured image will appear if the article is featured. You can add more images in the body of the article below. Recommended image size: 787 x 343 px. File types supported: JPG, PNG, or GIF.

Choose File Screen Shot 2020-05-14 at 4:36:14 PM

Select Topics
 Select topic(s)

Technology X Careers & Industries X
 Clear topics

Select Groups
 Event will only be visible to members of selected groups. Only groups you are a member of will appear in the list below.

Select group(s)
 MBA Class of 2020 X MBA Class of 2021 X
 Clear groups

If you require on-campus space for your event, please submit a separate room request form.

Save Cancel

Click "save" once you have field out all required fields.

- The new event will be available to community users in the event list based on the **date of the event**. Students can filter events based on **dates, topics, groups, and event type**. Events tagged as **Important** will also show up on the MyWharton dashboard under **Important Dates**.

Calendar

Events includes your Class, Cohort and/or Cluster group events, along with school-wide events and public events hosted by clubs you are not a member of.
 Includes events for clubs you are a member of, or other groups you have joined, along with personalized events (courses, appointments, GSR reservations) and events you create in MyWharton.
 Dates: Displays key dates set your program.

9 Events

Filter

- by Calendar
 - Wharton Events
 - My Events
 - Important Dates
- by Date
 - From Date
 - To Date
- by Topic

Thu May 14
 06:30 PM - 08:00 PM
Throwback Thursday Pub
 Your personal version of the Armory

Fri May 15
Finale Friday
 Your Humble Abode

Fri May 15 -
Test MBA Event
 Test Technology, Careers & Industries

Your event will show up sorted by date. Students can filter on dates, topics, groups, & event type.

- Click on the name of the event to see the event details that you created along with the **Edit** and **Delete** button (only the event creator will see these buttons). Click **Delete** to remove the event from the MyWharton calendar.

Wharton UNIVERSITY OF PENNSYLVANIA | MY WHARTON

DASHBOARD WEMBA WELCOME SITE CALENDAR MY ACADEMICS GROUPS PEOPLE NEWS & NOTICES ALL LINKS SUPPORT

Test MBA Event

Explore Other Events

EDIT EVENT DELETE EVENT

Friday, May 15 - 12:00 PM To

Test
 9242 ANNAPOLIS ROAD MAP
 Event Sponsor: Wharton Computing
 Contact: Erin Murphy remurphy@wharton.upenn.edu

Test -- Please ignore, I'm updating screenshots in documentation.

Topics: Technology, Careers & Industries
 Groups: MBA Class of 2020, MBA Class of 2021
 Download to external calendar

View your event information and click edit to make changes or delete to remove it.

Reminder: If you need to reserve on-campus space for your event or get approval for a speaker, please make sure to **submit a separate room or speaker approval request** from the Calendar Event Planning page.

Questions?

Email: mywharton-support@wharton.upenn.edu
