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.
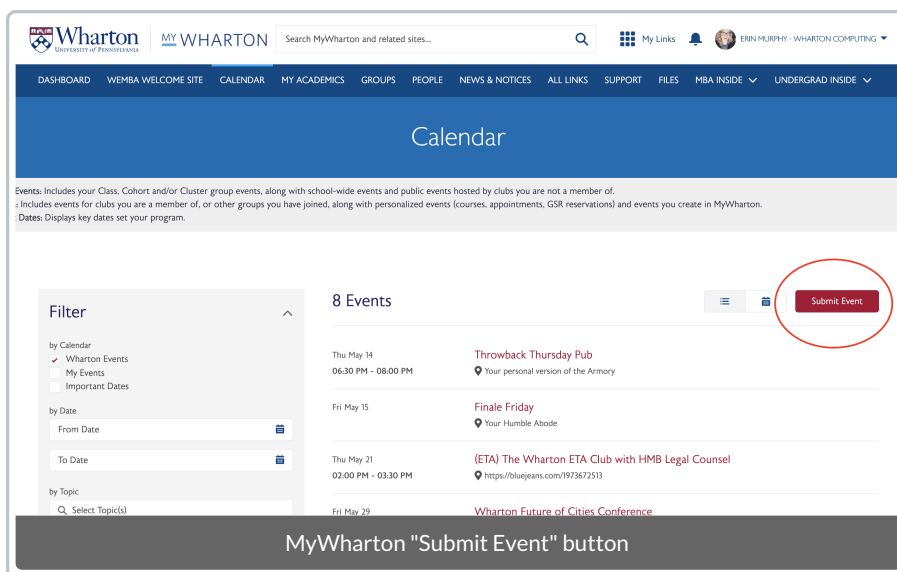
MyWharton "Submit Event" button

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.

   Read More ➜

5. **Complete the fields for the event**. Asterisks (*) indicate a required field:

   Read More ➜

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.

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

7. 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**.

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

8. 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.

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