

Using the CampusGroups Calendar (Undergrads)

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Instructions on how to use the CampusGroups calendar.

Before You Start

You will need the following before you can complete this task:

- Your PennKey and password to log into groups.wharton.upenn.edu.

Table of Contents

- [Using the CampusGroups Calendar \(Video\)](#)
- [Questions?](#)

Using the CampusGroups Calendar (Video)

1. **Log in** to groups.wharton.upenn.edu with your PennKey and password and **click the calendar icon** at the top of the page. This will take you to a calendar that displays events based on your user profile and event display settings.
2. You can **search** for events of **filter** by **upcoming/past events, club or group name, group type, event type, or event tags**. If you want to find events open to all UGR students, choose **Open to All UGR Students** in the Events Tags or if you want to find events for first year students choose **For New UGR Students** in the Events Tags.
3. **Create Google Calendar** feeds based off of your search filters. For example, once you have selected the Clubs or Event Tags that you want, you can click the down-arrow icon and copy the link generated. **Open up Google Calendar** and click the **+ sign to add a calendar by URL** and paste the URL generated by CampusGroups.

[^Top](#)

Questions?

For questions about your CampusGroups account:

- Contact: computing.wharton.upenn.edu
- Email: support@wharton.upenn.edu

If you experience an error in the CampusGroups website:

- Contact: <https://help.campusgroups.com/en/>
 - Email: support@campusgroups.com
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