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](http://groups.wharton.upenn.edu).

### Using the CampusGroups Calendar (Video)

1. **Log in** to [groups.wharton.upenn.edu](http://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 or **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.

### Questions?

For questions about your CampusGroups account:

- **Contact:** [computing.wharton.upenn.edu](http://computing.wharton.upenn.edu)
- **Email:** support@wharton.upenn.edu

If you experience an error in the CampusGroups website:

- **Contact:** [https://help.campusgroups.com/en/](https://help.campusgroups.com/en/)
- **Email:** support@campusgroups.com