MyWharton - Events and Calendar

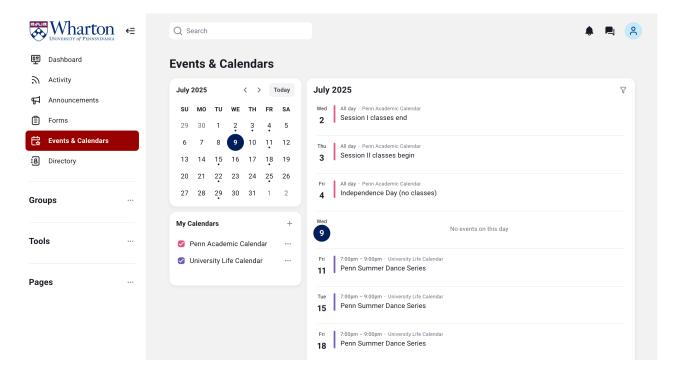
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Before You Start

MyWharton is available for Executive MBA, MBA, Undergraduate, and PhD students. Select staff will have access, as well. MyWharton access is granted in late summer before student arrival on campus, is accessed via PennKey login, and is available for up to 90 days following graduation.

MyWharton (https://mywharton.wharton.upenn.edu/) provides a central location for all the information students need and makes it available on any device. Events and Calendar provide a central place for you to track your schedule and plans

You can access Events and Calendars in MyWharton via the left navigation bar.



Calendar

Calendars in MyWharton help you stay informed and organized by bringing together campus activities, academic deadlines, and personal schedules in one convenient place.

By default, MyWharton will display the Penn Academic Calendar and University Life Calendar. You can adjust which calendars are displayed by either toggling checkboxes or by adding additional calendars that are available to you and add more via **selecting the three dot menu** in the top right corner. You also have the option to add these calendars to your personal Google or Apple calendars!

Adding a calendar to the native Apple Calendar

1. From the MyWharton app or website, **click** the **three dots menu** on the calendar you would like to add and select **Copy iCal feed URL**. You will see a pop up in the lower left letting you know that feed URL has been

successfully copied

- 1. For iOS and iPadOS devices:
 - 1. **Open** the calendar app
 - 2. Tap the calendar icon on the bottom right
 - 3. Scroll down and tap Add Calendar, then tap Add Subscription Calendar
 - 4. Paste the copied feed URL and tap Find
- 2. For MacOS devices:
 - 1. **Open** the calendar app
 - 2. In the menu on the top left, go to File and select New Calendar Subscription
 - 3. Paste the copied feed URL and select Subscribe

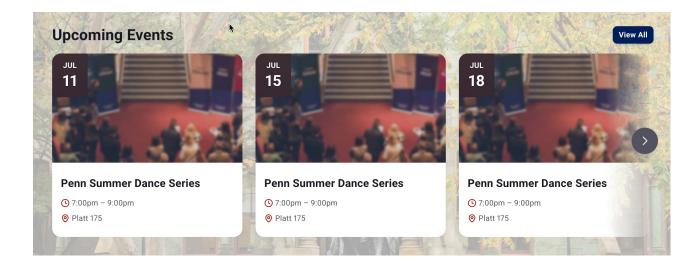
Adding a calendar to the Google@Wharton calendar

- 1. From the MyWharton app or website, **click** the **three dots menu** on the calendar you would like to add and select **Copy iCal feed URL**. You will see a pop up in the lower left letting you know that feed URL has been successfully copied
 - 1. For Android devices:
 - 1. Make sure the Google Calendar app is installed
 - 2. [Need someone with an Android device to list steps]
 - 2. For Windows or Mac PCs:
 - 1. Navigate to the Google Calendar website and login with your PennKey credentials
 - 2. Click the + symbol next to Other calendars on the lower left and select From URL
 - 3. Paste the copied feed URL and click the Add calendar button

Note: If a calendar does not have the option to copy its iCal feed URL (for example the Penn Academic Calendar), you will need to go that calendar's source and copy the feed URL to add it to your personal Apple or Google calendar.

Events

Events are displayed in the Upcoming Events Widget on your home Dashboard -- from club meetings to registration dates and wellness events, . Click on **View All** to go to the Events & Calendars page or use the arrows to navigate your upcoming events. Click on any event to view more information and get information on how to register.



Questions?

Contact Wharton Client Support Services for assistance or visit us in person in SHDH.