REFORMED
THEOLOGICAL SEMINARY

MASTER CALENDAR SUBMISSION

THE PURPOSE OF THIS FORM:

This form allows you to submit events to be posted on the RTS Master Calendar. This can include events from any of the following categories: Academic (reserved for Academic Calendar events), Chapel Schedule, Conference, Featured Course, Preview Day, or Student Activity.

THE PROCESS:

1. Submit the Master Calendar Submission form.
2. Communications receives and reviews the form and requests additional information if necessary.
3. Communications creates the new event page and sends it back to you, usually within five (5) business days.
4. You confirm that all the information is correct or send back edits if necessary.
5. Communications makes the edits and sends them back to you for final approval.

COMMON QUESTIONS:

Q: Where will the photo I uploaded be posted?

    A: Photos are not required for all submissions, but should you choose to add one, your submitted photo will be featured in the list of events as well as at the top of your event page itself. As such, it is necessary that these photos are in the landscape format to be better displayed.

Q: In what timeframe should I submit my event?

    A: You may submit events for as far in the future as you would like! However, we do not guarantee that we will have any event posted less than five (5) business days following submission. Please be wary of submitting events occurring within the same week as it may not be published in time.

Q: What information is needed for the "Location or Building" field?

    A: If the event is happening on your campus, we only need the name of the building. If it is happening off campus, please provide the address as well.

Q: What if my event spans multiple days?

    A: In the "Date" and "Start Time" fields, insert the start date and time of the event. Put the end time of the last day of the event in the "End Time" field and specify in the "Additional Information" box the last day of the event.

Q: To what social media accounts will my event be posted if I request this for my event?

    A: We will only post to the institutional social media accounts. If you would like for it to be posted to your campus' accounts, please be sure the approved link you receive is sent to your campus' social media manager.

    All social media requests will be sent to the Communications Manager, who will determine if the event first in the limits of the institutional social media accounts. The Communications Manager will forward to your campus' social media manager regardless of whether or not we post it to the institutional accounts.