ADDING YOUR EVENT TO THE *WELCOME2MASON* CALENDAR

Step 1
Manage your Mason360 Group

Step 2
Select **Events** on left side menu

Step 3
Click **Create Event** Button

Step 4
Select a Template (**With Registration or No Registration**)

Step 5
Fill out **required** event information

Step 6
Mark visibility to 'Everyone' can see this event

Step 7
Under Co-Hosts, select **Welcome2Mason**

Step 8
Click on Save to Publish your event

Manage Group — **Event Management** — **Co-Hosting** — **Publish**

INFORMATION YOU NEED TO KNOW

- ☑ Must have an existing/active account on Mason360 or submit the Faculty/Staff Account Request Form
- ☑ Office/Department has an existing group created on Mason360 or submit a New Group Request Form via Group List
- ☑ Become a Group Officer in your group on Mason360

Contact Welcome2Mason at welcome@gmu.edu or the Mason360 Support Team at mason360@gmu.edu for more information

Mason360