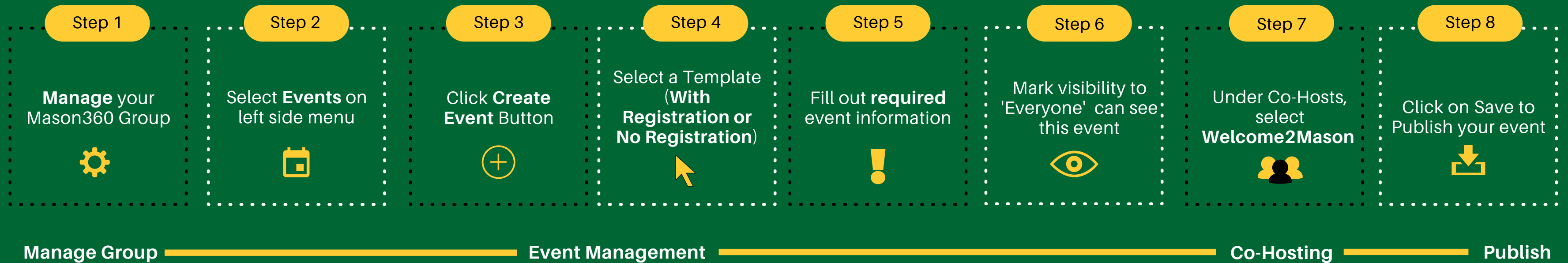


# ADDING YOUR EVENT TO THE **WELCOME2MASON** CALENDAR



## 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