How To Crosslist on the UConn Master Calendar

**Step 1:** Go to [www.calendar.uconn.edu](http://www.calendar.uconn.edu) and click the Events tab

**Step 2:** At the bottom right of the screen click submit event and then +Add Calendar in the crosslist section
**Step 3:** Begin typing Jonathan’s Challenge until it pops up as a selection and click it to add the crosslist.

![Image of the crosslist section]

**Step 4:** Confirm that Jonathan’s Challenge is now listed in the crosslist section.

![Image of the crosslist section with Jonathan’s Challenge listed]

**Step 5:** Complete the event information and Submit

**NOTES:**

- You will need to sign in with NetID and Password to be able to submit an event
- It is important to fill out the details in full as the event information gets attached to any calendar feed (adding an image helps!)
- You can crosslist multiple calendars and encourage you to add to uKindess Virtual or In-person
- It is not guaranteed your event will be added to the Jonathan’s Calendar of programs