

Directions for Submitting Welcome Week Events for Approval

1. Visit <https://events.nau.edu>, and click on “Menu” in the top right corner.
2. Click “Sign In” and log in with your CAS credentials. This will create an account for you in Active Calendar!
3. You will be taken back to the same view. Open the menu once more and click “Manage”. This will take you to the Events Dashboard.
4. Click on the large green “Create an Event” button at the top. Please follow our event creation guide to add details for your event.
5. While creating your event, make sure to add Welcome Week as a keyword, otherwise it will not be examined for approval!
6. When complete, hit “Submit”, and your event will enter the approval queue for review by Joey Ruiz. If your event is approved, you will receive an email, and you’re good!
7. Once the event is approved, you can return to the Events Dashboard at any time and update your event. The modified version will return to the approval queue and will replace the original version if approved.

Please contact Joey Ruiz at 928-523-2033 or Joey.Ruiz@nau.edu with questions about the submission process or your event.