If you have your portal set up and are able to register events follow these steps to get your event on the calendar for the Month of Welcome.

1. Visit olemiss.edu/forum and log in with your myOleMiss credentials.

2. Once logged in, click/tap on the nine square icon next to your profile circle at the top right of the page and then click/tap “Manage.”
3. You will then be taken to your “Action Center” page where all of your “Memberships/Portals.” To get an event added through your portal click/tap on the department/organization you want to add an event to for Month of Welcome.

4. Once you are on your department/organization home page, click/tap on the three-lined bar at the top left of your screen to pull up your department/organization’s portal menu.
5. Once you have the dropdown portal menu up, click/tap on “Events” to be taken to your department/organization’s “Manage Events” page.

6. Once you are at the “Manage Events” page, you will see all events that are hosted/co-hosted by your organization/department. From here you can click/tap on “Create Event” to begin the event creation process.
7. On your “Create Event” page you can put in all of the details about your Month of Welcome Event or any other events you may be hosting. Be sure to fill in the items that are mandatory (noted with a red asterisk).

8. If you want to make your event information populate on the Month of Welcome events page in The ForUM be sure to select “Month of Welcome” under the Event Categories dropdown (you can select as many or as few Event Categories as you would like).
9. Be sure to select the “Month of Welcome” option to have your event appear on the Month of Welcome Events Page.

10. Complete your event registration and be sure to click/tap on the blue “SUBMIT” button at the very end of the form to have your event go through.

Remember, all organizations and departments must reserve their spaces, rooms, facilities, etc. through the appropriate reservation/registration process that is separate from The ForUM. For more information regarding booking and reserving spaces on campus, visit: https://union.olemiss.edu/spacereservations/ for a list of Union facilities as well as other campus facilities.