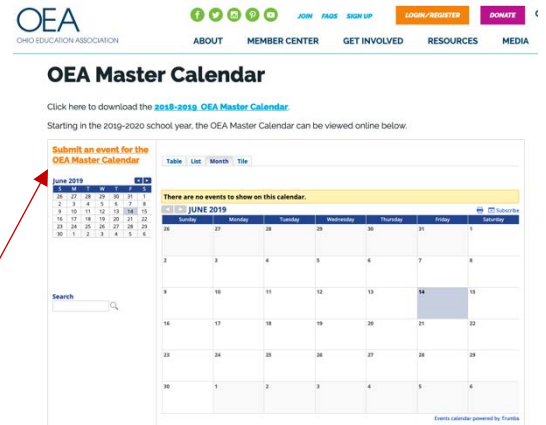


OEA Master Calendar Event Submission

Starting in the 2019-2020 school year, OEA will be collecting master calendar event submissions through an online web form. **(Please do not send event submissions via email to the Executive Offices at OEA.)**

Please visit <https://www.ohea.org/mastercalendar/>. There, you can view and search for events on the new online OEA Master Calendar.

To submit information about your event, click the **Submit an event for the OEA Master Calendar** link near the top left of the calendar. You will be taken to a new online form. Events can also be submitted via <https://www.ohea.org/eventsubmission/> or from the OEA intranet homepage by clicking on "OEA Master Calendar Submission" in the list on the left side of the page.



The information on the left side of the submission form is private information that **will NOT** be displayed on the web. This includes your Name, Email, and Phone Number. This information will be used by staff at OEA to contact you should they have questions about the event.

Submitter Information

Name: *

Email: *

Phone #: *

On the right side of the form, enter the event details. This information **WILL** be displayed on the web on the main master calendar page.

Event Information

The Location field can include a location name and address, which will help the website display a map for the event.

The Event Contact Phone Number should be a number that an attendee can call to RSVP, cancel attendance, or ask questions about the event (the OEA Field Office phone number).

Please choose an appropriate host from the drop-down list. For example, UniServ Leadership Council Meetings should be hosted by the proper UniServ council listed in the drop-down.

For event type, please review all of the event types in the list and choose the most appropriate for your event.

When the event information is complete, click the **Next** button to review the information before submitting the event. After submitting the information, you can click the **Submit Another Event** button to repeat the process for other events.

After submission, if there are any changes to the event or a cancellation please email the updated information to Julie Parsley at parsleyj@ohea.org. If you have any questions, please contact the OEA Executive Offices at parsleyj@ohea.org or by calling 800-282-1500 ext. 3088.

Event title: *

Location: *

Start date: June 14 2019 Fri

Time: All day

Start: 2:00 PM Eastern Time

Duration: 1 hour 0 minutes [Specify End](#)

Repeat: None

Event Contact Phone Number: *

Host: ~OEA *

Event Type: *

Event Website:

Description:

* Indicates required fields